Littlehampton Town Council

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Town Clerk – Peter Herbert

6th June 2016

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 13TH JUNE 2016** at **6.30PM**

Committee: Cllrs Dr Walsh KStJ (Chair), Blanchard-Cooper, Chester, Gammon, Northeast, Purchese and Squires

PETER HERBERT
Town Clerk

AGENDA

2016/2017

1. EVACUATION PROCEDURES

2. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL AND MEDIA 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(s) 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

QUALITY TOWN COUNCIL

(iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. MINUTES

To confirm the Minutes of the meeting held on 14th March 2016, circulated herewith.

6. CHAIR'S 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. OFFICER'S REPORTS

8.1 Littlehampton Town Centre Design Proposals – Report attached.

The Committee will also receive a presentation from District Council Officers (Phil Graham Economic Regeneration Officer and John Edjvet Town Centre Regeneration Officer). The attached report summarises the impact of these proposals on the Town Council's assets and services. Members are asked to comment on the proposals which will be forwarded to the District Council's Littlehampton Regeneration Sub Committee on the 6th July 2016.

8.2 Branding of the Town / Gateways – report attached.

8.3 Wifi Town – report attached.

8.4 Older People's Services - report attached.

8.5 Merit Award Criteria – report attached.

8.6 Electoral Review of West Sussex – to note the attached update from the Boundary Commission.

9. TOWN COUNCIL PRIORITIES – report attached.

10. MASTERPLAN – NORTH LITTLEHAMPTON

11. 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.

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Town Clerk – Peter Herbert

MINUTES of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 14TH MARCH 2016** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), Belchamber MBE, Buckland, Chester and Gammon
Cllr Squires attended as substitute for Cllr Northeast

2015/2016

37. EVACUATION PROCEDURES

The evacuation procedures were noted.

38. FILMING OF COUNCIL MEETINGS, AND USE OF SOCIAL MEDIA AND MEDIA MOBILE PHONES

It was explained that during this meeting the public were allowed to film the Committee and officers only from the front of the public gallery, providing it did not disrupt the meeting. Any items in the Exempt Part of an agenda could not be filmed. If another member of the public objected to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media was permitted but all members of the public were requested to switch their mobile devices to silent for the duration of the meeting.

39. APOLOGIES

Apologies were received from Councillors Northeast and Tester.

40. 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. Councillors Dr Walsh KStJ and Buckland declared personal interests as County Councillors on the item regarding the Community Support Teams Review.

41. MINUTES

The Minutes of the meeting held on 21 December 2015 (previously circulated) were confirmed as a true record and signed by the Chair.

42. CHAIR'S REPORT AND URGENT ITEMS

There were none.

43. PUBLIC FORUM

Mr Ellis raised a number of questions as set out below:-

1. He drew attention to the District Council's design focus groups to be held on 16th March and emphasised the importance of the Town Council and community attending and inputting to these sessions.
2. He referred to the new Rustington wayside signs and hoped that Littlehampton could pursue something of equal quality. He suggested a strapline of "The Unique Family Seaside Resort". The Town Clerk understood this had been an initiative from Rustington Parish Council, but he would investigate further and report back to this Committee.
3. Mr Ellis sought an update with regard to the miniature train concession. An update would be sought from Arun District Council.
4. Reference was made to the large puddle near the railway station which needed to be fixed before summer visitors arrived. Councillor Buckland commented, in his capacity as a County Councillor, that the County Council was not prepared at this stage to do anything prior to the HGV activity that would be associated with the development of the Locomotive Public House.
5. No routes had been identified to the river or the sea from the station which was unhelpful for visitors. It was agreed that this would be fed into the Design Forum's discussions on the 16th March. The Town Clerk also stated that he had initiated discussions with Arun District Council officers regarding the importance of signage on the East Bank.
6. It was commented that there were no shelters on the route from the Look and Sea Centre to the pier head and just one under the Coastguard Tower. It was thought that pressure needed to be brought to bear for the benefit of both visitors and residents. Councillor Buckland reported that he had heard that the District Council were not prepared to do any further developments on the East Bank at this stage and also had no funds to do so. It was thought this might also be raised at the meeting on the 16th March.
7. The use of empty shop windows to flag up attractions in the town through large photographs was highlighted. The Town Council reported that this had previously been undertaken as a partnership with the District Council and traders and that he would raise it at the Traders meeting on 15th March.
8. An update was sought on what was happening with regard to the Tamarisk Centre and other suggestions as to where this service could be located were suggested. The Chair stated that he would be emailing the District and County Councils for an urgent update to find out the hard facts and the timetable for consultations.
9. There was disappointment about the condition of the grasses on the new river promenade especially with the tourist season looming. The Town Clerk would communicate these concerns to the District Council.
10. Pictorial evidence of the plethora of estate agents boards on South Terrace had been obtained and would be passed to the relevant officer at the District Council.

44. OFFICER'S REPORTS

44.1 Standing Orders: Urgent Actions

The Urgent Action to approve a Supplementary Estimate to cover additional staffing costs as a result of maternity leave in the Museum and sick leave on Reception was noted.

44.2 WSCC Community Support Teams Review

The Committee considered a draft response to the County Council's consultation on their Community Support Teams (previously circulated). The range of activities undertaken by those teams was noted and the draft response largely agreed. Several other issues were raised which would either form part of the response or would need further consideration by the Town Council.

- The overall saving of £320,000 was relatively small and more so if an element of it was to be shared amongst the parishes across the County.
- An answer was required as to how non-parish areas would be dealt with. Would these services be devolved to the relevant district/borough council?
- The level of funding to be devolved with such a service needed to be clarified.
- It was commented that some of the activities supposedly undertaken by the Community Support Teams appeared not to have been happening much recently, including sign cleaning.
- The clearing of vegetation overhanging paths was particularly important, although the scale of this work was unknown. There were significant issues for visually impaired people if the enforcement work needed to eliminate this problem was withdrawn.
- Some of the areas covered would need guidance from the County Council on issues such as ownership and insurance. This was particularly the case with regard to ditches.
- It was thought that it might be possible to work with the Probation Service at HMP Ford to undertake some of this work.
- It was quite probable that partnerships with other parishes in the Eastern Arun area would be advantageous if this work was to be progressed by parishes. However, it was also noted that in this particular case, it was possible that more work was required in larger geographical parishes than in Littlehampton. Any apportionment of costs would need to reflect this.
- It was noted that the current street scene agreement had an arrangement to cover all of eastern Arun.

It was therefore **RESOLVED** that:

The Town Clerk respond in line with the draft response considered by Members incorporating, where appropriate, the additional points discussed.

44.3 Annual Report of the Independent Monitoring Board at HMP Ford

The Committee considered the annual report (previously circulated) and in noting the contents **RESOLVED** that:

The Town Clerk investigate whether Members would be interested in visiting HMP Ford and if so that he seek to arrange a visit.

44.4 Gatwick Area Conservation Campaign (GACC)

The Committee considered a request (previously circulated) from the Gatwick Area Conservation Campaign asking the Town Council to join this group. Members discussed the matter and thought that it was not appropriate for the Town Council to be involved. They considered whether it would be appropriate to seek a visit to the airport, but this was not thought to be of value.

It was therefore **RESOLVED** that:

The Town Council not seek to join the Gatwick Area Conservation Campaign.

44.5 Arun District Association of Local Councils (ADALC)

The Committee considered a report (previously circulated) which explained the reasons that the Association was reformed and also set out an explanation for a recommendation to withdraw from it. The Town Clerk briefly explained that the meetings were largely unproductive, but did explain that a former Town Councillor was still trying to re-invigorate them. It was noted that the Town Council could always decide to re-join if this happened. In the meantime it was **RESOLVED** that:

Council be RECOMMENDED to withdraw from ADALC.

44.6 Town Centre Traders

The Town Clerk reported orally that he was to attend the Annual General Meeting of the Town Traders on 15th March. He would be reporting on the High Street Hunt and also informing the Traders of the Town Councils proposed meetings to discuss car parking in Littlehampton. It was **RESOLVED** that:

The report be noted.

44.7 Local Policing Programme Update

(Councillor Dr Walsh KStJ declared a personal interest as a potential candidate for the Police and Crime Commissioner position in the forthcoming elections).

The Committee considered a letter from the Chief Inspector of the Arun and Chichester District (previously circulated) updating parishes on recent changes to the local policing. Particular emphasis was placed on the deployment of resources based on the "threat, harm and risk" assessment and also the fact of the loss of local PCSO's. Members were very concerned

that crime levels would increase significantly and particular reference was made to the increase in crime against the persons in River and Ham Wards. However, it was noted that Chief Inspector Burtenshaw was not the correct person to direct questions to about resourcing. It was thought better that issues on local policing should be pointed in his direction. In noting the report, Members thought it might be a useful idea to have a police summit annually either in Littlehampton or Eastern Arun, where the police could attend and address a range of policing issues or relevant to local people. It was therefore **RESOLVED** that:

In noting the update from Chief Inspector Burtenshaw, the Town Clerk write to him inviting to consider holding an annual policing summit.

44.8 Reception Area Public Computer

The Committee considered a report (previously circulated) to explain that the Community Resources Committee were considering a proposal to enhance the reception area of the Museum in order to add to the visitor experience. It was understood that the computer within reception, which was the responsibility of this Committee, was used very rarely and therefore It was **RESOLVED** that:

The computer be withdrawn forthwith which would also facilitate the improvements that would be progressed by the Community Resources Committee.

44.9 Town Council Priorities

The Committee considered a report (previously circulated) looking at the Town Council priorities that were within the remit of this Committee. Discussions ranged a little wider and major projects within the remit of the Property and Personnel Committee were also discussed. However, the current positions were noted and it was agreed that issues for inclusion in the events/promotion review would be considered as part of the Community Resources Committee workshop later in the week.
It was therefore **RESOLVED** that:

The report be noted.

45. FINANCE

45.1 Committee Finance Report

The Committee considered the latest finance report (previously circulated) which highlighted significant variances from budget and income and expenditure relating to this Committee's budget for 2015/16. Members discussed the need for overspends in the Manor House budget to be met from year end underspends, rather than earmarked reserves and also supported the transfers to earmarked reserves as set out in the report.
It was therefore **RESOLVED** that:

1. ***Any overspends in the Manor House budget be met from year end underspends, not Earmarked Reserves.***
2. ***The potential transferring of earmark Reserves, in line with those set out in the report, be delegated to the RFO so that the final transfers could be made when all current year expenditure is known.***
3. ***The report otherwise be noted.***

45.2 Annual Investment Strategy 2016/17

The Committee reviewed its Annual Investment Strategy annually (previously circulated) and within this Strategy discussed in depth the investment of an additional £1.500,000 of capital receipts in the CCLA (Charities, Churches and Local Authorities) Local Authority Property Fund (LAPF). Whilst there some risk with all investment, this fund was being widely used across the public sector and recommended because of the balance between minimal risk and greater interest rates. Members discussed this and agreed that this was an appropriate vehicle for their funds.

It was therefore **RESOLVED** that:

Council be RECOMMENDED to:

1. ***Approve the Annual Investment Strategy 2016/17, as set out in appendix one to the report.***
2. ***Approve investing an additional £1,500.000 of capital receipts in the CCLA LAPF when funds became available.***
3. ***Otherwise note the report.***

45.3 Expenses Claims

The Committee considered a report (previously circulated) which explained that Her Majesty's Revenue and Customs (HMRC) are changing the rules on expenses payments and tax from 6th April 2016. A policy for paying subsistence allowances had been devised and this was supported by the Committee. It was therefore **RESOLVED** that:

1. ***The payment of subsistence expenses as set out in paragraph 3.7 of the report be approved.***
2. ***The report otherwise be noted.***

45.4 Procurement Policy

The Committee considered a report (previously circulated) which explained that officers had reviewed the existing Procurement Policy which was thought to be out of date and therefore had been rewritten. It was **RESOLVED** that:

The new Procurement Policy be endorsed and RECOMMENDED to Full Council for approval.

46. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk reported that he had met with representatives from Persimmon Homes to discuss both the route of the Fitzalan Road extension across the edge of the allotments and also road naming on the estate.

47. EXEMPT BUSINESS

It was **RESOLVED** that:

> ***Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.***

48. OFFICER'S EXEMPT REPORT

48.1 Council Photography

The Committee considered a report (previously circulated to Members of the Town Council only) setting out quotations received for the position of Council photographer for the next twelve months. There was a discussion with regard to the procurement arrangements followed and the Town Clerk agreed that, in future, tenders would be sought on a lowest price basis against a set specification. Councillor Chester indicated that he did not wish to support this recommendation on the basis of the tendering exercise used. Members discussed the additional costs that would be faced by the Council if the extra work was required, but it was thought unlikely that this would be the case. It was also noted that many photographs could be taken in-house and by other organisations when Mayoral events were being conducted. It was **RESOLVED** that:

1. ***The applications for the job of official Council photographer as set out in paragraphs 3.2 to 3.23 of the report be noted.***
2. ***Scott Ramsey be appointed as the official Council photographer for the period 1st April 2016 – 31st March 2017 as set out in paragraph 3.2.4 and that Standing Orders be waived to allow the appointment at a figure above the lowest tender.***
3. ***The financial implications be noted.***

The meeting closed at 8.35pm

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CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non Confidential

Committee: Policy & Finance

Date: 13th June 2016

Report of: The Town Clerk

Subject: Town Centre Public Realm

1. Summary

1.1 This report provides some context for the LDA Design report and how it might impact on the Town Council's assets and services. ADC will be making a presentation to this Committee and will be able to answer questions on the detailed design plans, although the formal report following the consultation will not be available. Members comments at the meeting will be summarised in order to feedback to ADC's Littlehampton regeneration Sub Committee on the 6th July

2. Recommendations

The Committee is recommended to agree a response to ADC

3. Background

3.1 A three week consultation period on the LDA designs has been carried out by ADC to which individual Members have been invited to comment (See Appendix). At the end of the consultation ADC will also be making a presentation to LTC's Policy & Finance Committee on the 13th June. The presentation will be 'to reiterate the process, explain the rationale behind the project, talk through the LDA rationale for initial design and to explain the progress moving forward'. The detailed designs (following consultation) will not be available by the 13th but will be in the public domain ahead of the Littlehampton Regeneration Sub-Committee meeting on 6 July.

4 Overarching Principles

4.1 The report proposes solutions based on 7 key principles:

- Re-brand Littlehampton in a way that will not become out-dated
- Provide unhindered and connected routes through the town
- Less is more – simple uncluttered public realm
- Create new public spaces with a clear identity
- Improve arrival points/gateways to the town
- Slow traffic down, encourage pedestrian priority
- Work towards making Littlehampton a special shopping and dining experience

4.2 The report proposes a number of illustrative solutions which vary considerably in cost. The report recognises that at the current time, delivery of the proposals are dependent on whether ADC and/or others can secure external funding.

4.3 If external funding is being sought there are implications for the Town Council as some of the proposals focus on LTC assets. There is also a significant impact for County Highways with new raised and paved crossings to infer pedestrian priority included in the proposals.

4.4 Issues that might impact on the Town Council mainly focus on the pedestrian High Street which can be summarised as follows:

Existing view East down High St	LDA Comment	Ownership
Lighting	(Utilitarian poor quality)	WSCC (SSE)
Trees	Attractive	
Planters Railings Posts Bins	Block pedestrian movement and adds visual clutter	LTC LTC LTC ADC
Painted chevrons	Visually detract	WSCC Highways
CCTV posts Drink awareness signs	Negative impression of the town and blocks pedestrians	ADC ADC
Clock tower	Blocks key views down the High Street to welcome the visitor	LTC
Dolphin Hotel	Attractive historic building	Private ownership
Pedestrian guardrail (Surrey St)	Outdated mode of traffic/pedestrian management. Infers vehicular not pedestrian priority	?
Blank facades	Need identity	Private ownership
Arcade	In need of refurbishment	Private ownership

4.5 The formal report following the consultation will be reported to ADC's Littlehampton Regeneration Sub Committee (LRSC) on the 6 July. Members will already have had an opportunity to submit an individual response to the consultation but this report and presentation is to enable a collective response to be submitted by the Town Council. To meet the deadlines for LRSC this will need to be agreed by email following this meeting.

5 Financial Implications

5.1 Not yet known

Peter Herbert
Town Clerk

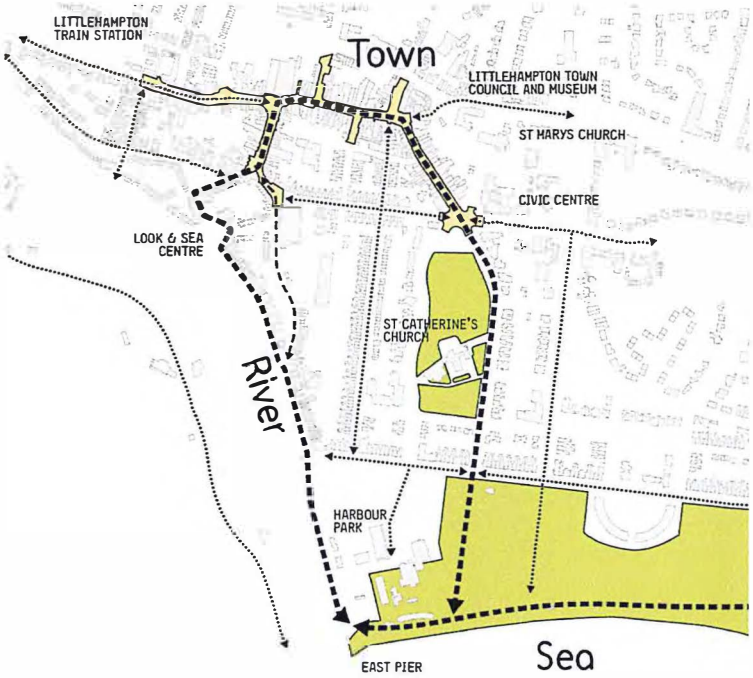
1. INTRODUCTION

WELCOME

Welcome to this public exhibition. We would like your thoughts on our emerging vision, principles and design plan for publicly owned existing town centre streets and spaces including Terminus Road, Surrey Street, Beach Road and the High Street. Arun District Council has identified, through previous studies the apparent disconnect between The Seafront, East Bank Riverside Walkway and Town Centre.

By way of explanation, public realm is a term used to describe 'the spaces between buildings' amongst other things, this includes the pavements we walk on, the streets we drive down, the seats we sit on and art we look at.

LDA Design has been appointed to recommend practical methods for enhancing the town's pedestrian connectivity through a holistic approach and high quality design. The proposals intend to improve the arrival experience into the town and reinvent the public realm as a welcoming and enjoyable place that is comfortable and encourages visitors and locals to spend more time within the town centre. The plan below highlights the study area for the work.



PROJECT STUDY AREA

Delivery of public realm proposals are subject to detailed design, testing and project funding.

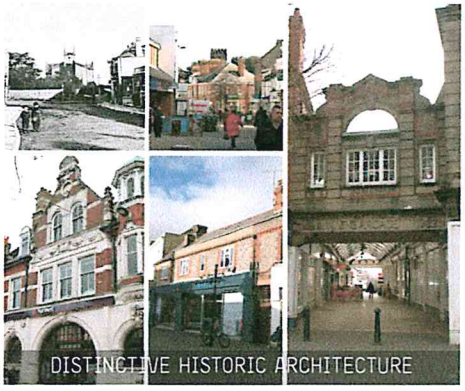
2. OBSERVATIONS AND OPPORTUNITIES

A RICH AND VARIED TOWNSCAPE

POOR ARRIVAL EXPERIENCES

OVER-SIZED JUNCTIONS

INDEPENDENT SHOPS


DISTINCTIVE HISTORIC ARCHITECTURE

A CLUTTERED STREET SCENE

A MIX OF POOR QUALITY MATERIALS

OUTDATED MARITIME THEME
BUT CHERISHED SENSE OF IDENTITY

A CULTURE OF WORLD CLASS ARCHITECTURE
AND DESIGN

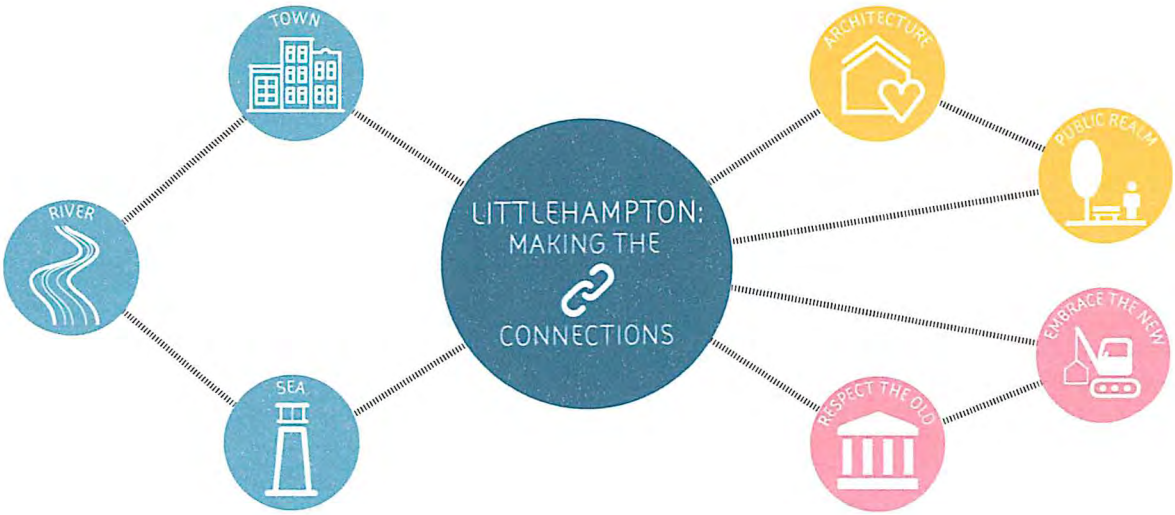
DUPLICATED SIGNAGE

NEGATIVE MESSAGES

FAST AND WIDE ONE WAY ROADS,
APPARENT VEHICLE PRIORITY

Delivery of public realm proposals are subject to detailed design, testing and project funding.

3. THE VISION & OVERARCHING PRINCIPLES



1 Celebrating the Special Qualities of Littlehampton

The community of Littlehampton is proud of its maritime identity and history. This is currently portrayed in the town through street furniture. However, initial discussions with stakeholders felt that this is now outdated. Indeed, the ship's wheel icon is visible in a number of other seaside towns throughout the country and is not unique to Littlehampton. It was also felt that the often cluttered arrangement of planters, signs, telephone boxes and street furniture detracts from attractive historic buildings.

The new proposals for public realm aim to reflect the materials, colours and textures which characterise Littlehampton's fishing and boat building heritage and coastal environment in a well-crafted, subtle and contemporary way. This builds on the successful approach adopted at the recently completed East Bank riverside walkway, tailored to the town centre environment. This will offer cues to the pedestrian that the town centre forms a tangible link with the river and coast.

It is important that the way Littlehampton 'brands' itself is not too literal which can become outdated quickly. Therefore, the arrangement and use of trees, furniture, lighting and paving materials will be unique to Littlehampton, as well as being well-crafted and high quality. This collective identity will draw visitors through the town and can be appreciated from a distance as well as offering a richness in the detail. Importantly, this identity should help local businesses by encouraging people to spend longer in the town and move easily through the different areas.

REFLECTING LITTLEHAMPTON'S HISTORY

A COLOUR PALETTE TO REFLECT THE SEASIDE

TAMARISK TREES: A QUINTESSENTIAL SEASIDE TREE

PAVING TO PROVIDE SUBTLE CUES OF THE SEASIDE

DETAILS REFLECT BOAT BUILDING & CRAFTSMANSHIP

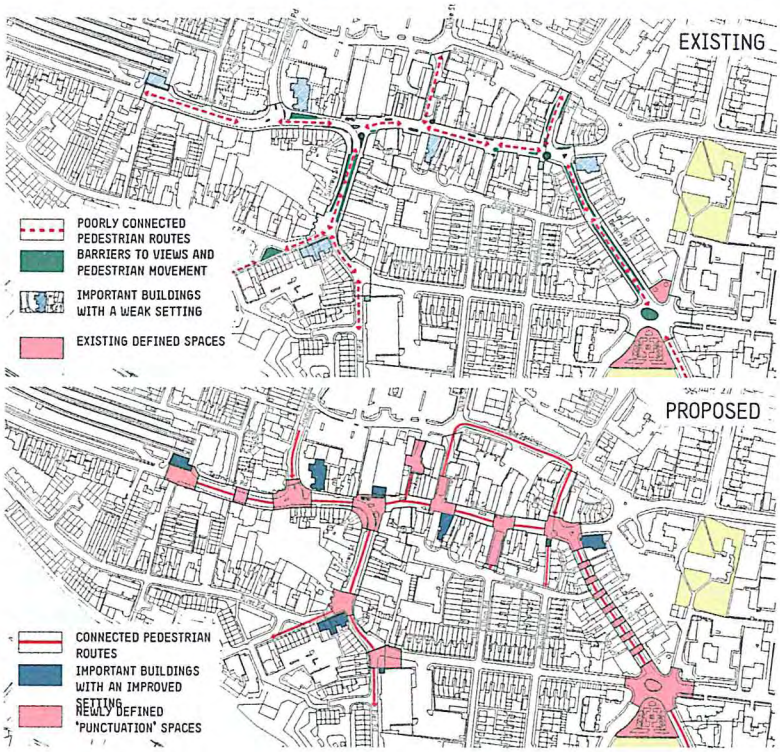
REFERENCING NATURAL PATTERNS TO PROVIDE A TIMELESS IDENTITY

Delivery of public realm proposals are subject to detailed design, testing and project funding.

4. OVERARCHING PRINCIPLES

2 Creating a Sequential Experience

- A crucial strand of the overarching design proposal is to improve legibility and to stitch the town centre together with a consistent and unified design language.
- Currently, as a pedestrian, the town centre provides confusing messages of how to get from one part to the next. Views are blocked and physical barriers obstruct the most obvious and direct routes.
- The design proposal aims to provide a series of 'punctuation' spaces, drawing the public through the town. Each space will be clearly visible and routes between them unhindered providing a sequence of well linked orientation points.



3 Less is More

- The public realm should not visually compete with the wealth of distinctive and varied architecture found within Littlehampton. It should provide an appropriate setting for historic buildings.
- The collection of elements within the street scene should provide a simple uncluttered arrangement that do not impede pedestrian movement.
- There should be a purposeful yet restrained use of colour accents from a carefully selected palette to reinforce character and to put emphasis on key locations or elements

UNCLUTTERED SIMPLICITY

RESTRAINED PALETTE OF COLOUR AND MATERIALS

4 Creating Spaces

- Re-assigning under utilised space to create new public spaces for sitting in comfort, outside dining and town centre events.
- Encouraging people to spend longer in the town by creating attractive and comfortable spaces for both day and night.
- Spaces should have a clear role and consistent identity.

CREATING BEAUTIFUL SPACES TO STOP AND REST

PROVIDE NEW OPPORTUNITIES FOR COMFORTABLE SEATING

Delivery of public realm proposals are subject to detailed design, testing and project funding.

5. OVERARCHING PRINCIPLES

5 Celebrating the Arrival Experience

- First impressions count; the towns arrival points by road, rail and on foot need to perform better and work harder in setting the scene and improving the initial perception of Littlehampton.
- Arrival spaces should play a gateway role and welcome people in, creating a strong message of what to expect from the rest of the town.
- Use of clear and unified signage to orientate visitors and direct them into town.

EXISTING ROUTES INTO LITTLEHAMPTON

CREATING POSITIVE AND WELCOMING GATEWAYS

6 Slowing Traffic

- Our proposals provide messages to vehicle users that they are entering a pedestrian priority environment. Subtle cues such as narrowed vehicular space, raised tables/flush surfaces and pedestrian type materials on carriageways will encourage vehicle users to slow down and be more cautious.
- The design proposal will however provide clarity between pedestrian only areas and places where vehicles are allowed ensuring the town is safe for all.

PRIORITISING PEDESTRIAN MOVEMENT OVER VEHICLE DOMINANCE

7 A Special Shopping and Dining Experience

- Cafe, restaurant, pub and shop frontages should comprise a coordinated colour palette and a brand identity that allows for individuality but stitches the street scene together as a united family.
- Simple improvements such as painting and lighting could be made to the existing arcade to improve quality and reinforce this unique place as an attractive destination.
- There is an existing legacy of 'ghost signs' on blank facades and gable ends within the town, these depict the faded paintwork of old shop signs. This enduring identity could be strengthened by introducing new signs as part of a coordinated art strategy.

A COLLECTIVE IDENTITY TO FRONTAGES

BREATHING LIFE INTO THE ARCADE

ARTS PROJECTS - NEW 'GHOST SIGNS' ON BLANK FACADES

Delivery of public realm proposals are subject to detailed design, testing and project funding.

6. EMERGING ILLUSTRATIVE DESIGN PLAN

1. Littlehampton Train Station: New identity to arrival at Littlehampton. Taxi rank moved westwards to create a new arrival space with seating, lighting and tree planting.
2. Arundel Road Roundabout: New raised and paved crossings to infer pedestrian priority. Parking rationalised and pavements widened to create new pocket plaza outside the United Church. New seating, lighting and tree planting.
3. The High Street: A beautifully simple street at the heart of Littlehampton, with a de-cluttered street scene and new high quality materials and furniture. New clusters of special seating and tamarisk trees provide shoppers a place to stop and sit. Historic sight lines along the High Street to St. Mary's Church are reinstated to draw people into the town.
4. The Arcade: Refurbished to its former glory. Outside new seating and tamarisk trees provide an improved and more visible setting for the Arcade. New raised and paved crossings to infer pedestrian priority along with widened pavements.
5. Beach Road Roundabout: New raised and paved crossings to infer pedestrian priority. Pavement space is maximised and sight lines to the War Memorial and along Beach Road are improved. New pocket plaza with seating and planting.

EXISTING VIEW LOOKING EAST DOWN HIGH ST

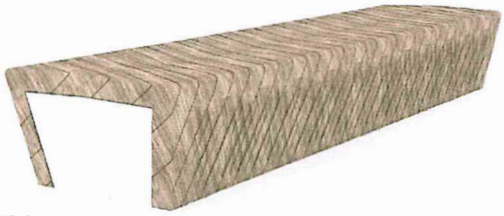
PROPOSED VIEW LOOKING EAST DOWN HIGH ST

1. Utilitarian lighting (poor quality)
2. Attractive trees
3. Planters, railings, posts and bins block pedestrian movement on main pavement and add visual clutter
4. Painted chevrons visually detract
5. CCTV posts and drink awareness signage infers a negative impression of the town and blocks pedestrians
6. Clock tower blocks key views down the high street to welcome the visitor
7. Blank façade
8. Attractive historic building at the Dolphin Hotel
9. Pedestrian guardrail outdated mode of traffic/pedestrian management. Infers vehicular not pedestrian priority

1. New identity achieved through specially designed seats, tree grilles, paving, tamarisk trees and timber lighting columns. Subtle coastal theme.
2. Existing street clutter removed
3. Pavements widened and roadway reduced in width and paved; guardrails removed to infer pedestrian priority.
4. CCTV relocated to buildings (if possible)
5. Clock tower removed to reinstate historic sight lines along High Street to St. Mary's Church and draw people into the town.
6. 'Ghost sign' artwork on blank façade
7. Monolith and finger post signs to aid orientation.

Delivery of public realm proposals are subject to detailed design, testing and project funding.

7. PROPOSED MATERIALS & STREET FURNITURE



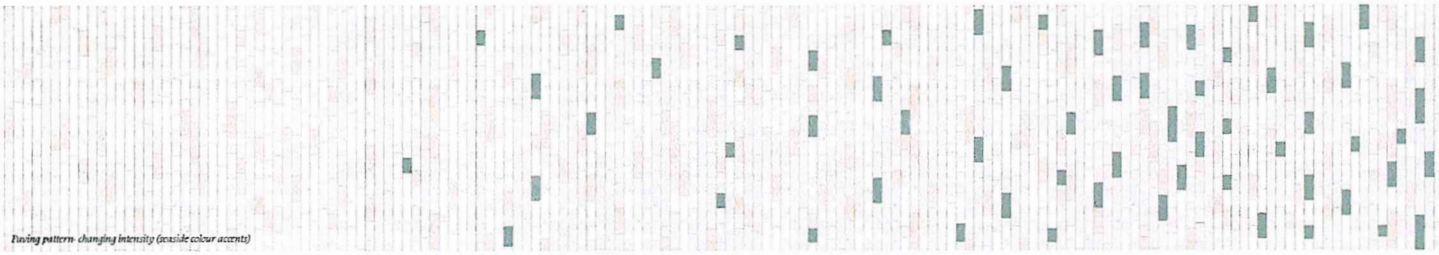
Bespoke Seating

Fish scale patterning

Bespoke Tree Grille- fish scale patterning

Organic shapes (unique design)

Integrated Lighting



Paving pattern- changing intensity (seaside colour accents)

Cycle Stands

Timber Lighting Columns

Litter Bins

What Happens Next?

Following consultation all feedback will be collated and the design proposals amended to reflect the comments made. The revised design plans will be presented to the Littlehampton Regeneration Sub-Committee on 6th July 2016 (a committee of Arun District Council, Elected Members). This will enable the committee to consider the proposals and agree recommendations. These recommendations will then be considered further by Arun's 'Full Council' before a final decision can be made on the project. Should the detailed designs be supported by the Council it will then assist Officers when applying for external funding to help deliver the scheme.

When Will The Project Be Delivered?

The delivery of the project is dependent on whether the Council can secure external funding. Without detailed designs in place, opportunities to secure external funding to deliver the project may not be possible.

Delivery of public realm proposals are subject to detailed design, testing and project funding.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **13th June 2016**

Report by: **The Town Clerk**

Subject: **Branding of the Town / Gateways**

1. Summary

1.1 This report considers the issue of re-branding for the town as part of a marketing programme.

2. Recommendation

The Committee is RECOMMENDED to note the report:

3. Background

3.1 A member of the public, MR Terry Ellis has raised at this Committee the importance of re-branding the town to make it more attractive to visitors and residents. This would include welcome signs at gateways to the town with an identifiable logo/strapline relating to Littlehampton. Mr Ellis' suggestion for a strapline is 'The Unique Family Seaside Resort'.

3.2 CRC held a workshop to address additional events and strategic publicity. The former are to be progressed by CRC and the latter by P & F. The key points for this Committee were as follows:

- A focussed promotion of Littlehampton should cover the immediate surrounds of Littlehampton (Worthing (west), Rustington and Angmering).
- Further targeted marketing including social media
- The workshop agreed with Mr Ellis about the need for a brand for the town but felt a branding exercise should be carried out with other key players/organisations to ensure buy-in. For example ADC; WSCC; Harbour Park; Traders. It also needed to address issues such as whether there was in-house expertise, i.e do we need to appoint consultants? What budget would be available?
- The gateways at Plymouth were considered a good example but there would need to be: approval by Highways; consultation/agreement by partners of any design
- Getting the town featured on public transport e.g advertising at train stations /South London; bus advertising – 700 route?
- Importance of addressing erroneous, negative views of the town
- Additional notice/information boards

Inevitably there are crossovers between Committees and reports will be directed to the relevant Committee as necessary. The outcome of these investigations will be summarised for the next meeting in September in time to assess any financial implications for 2017/18

4.4 Town centre enhancements
Covered in a separate report

4.5 River/Sea Enhancements/Promotions
This links to additional events/promotion and will largely be referred to CRC

5. Financial Implications

5.1 The sum of £28,250 has been reserved from the 2016/17 budget as a contribution to Arun District Council's disc parking scheme.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **13th June 2016**

Report by: **The Town Clerk**

Subject: **Wifi Town**

1. Summary

1.1 This report provides information on providing Wifi facilities for visitors to Littlehampton.

2. Recommendation

2.1 The Committee is RECOMMENDED to:

- note the report
- consider whether they would like the topic progressed further

3. Information

3.1 There are a wide range of options to progress a Wifi service and it is a potential minefield if the wrong option is chosen. In investigating the topic officers have made contact with a company called Regional Network Solutions who act as an advisory body for Local Councils looking to set up a visitor Wifi service. Much of the information provided in this report has been provided by this organisation. RNS are also prepared to come and talk to this Committee to answer any questions or provide further information, but if this is required, there will be a small charge made, plus travelling expenses. However, RNS will also answer any additional queries we might have by email, (without charge) following this meeting.

3.2 There are many network providers out there who are interested in developing these services but there are a number of key issues to consider before going ahead with a contract. These include (this is not an exhaustive list) the following:

- Network providers will offer one year trials or pilots that seem a good deal but as in home Wifi will often leave you caught in a system that is not what you want or very expensive at the end of the first year.
- Issues at the end of a pilot can be who provides the landline, who maintains the system, who is controlling the registration; how will they be monitored.
- It must be a system that requires registration as this is your only way of not potentially breaching data protection should the service be used inappropriately by users.
- Set up costs can seem quite reasonable but there are maintenance costs to consider which can be considerable if the wrong system is installed

4 Options

4.1 The cost of the options will vary considerably depending on: the extent of the coverage required and how much the Council is prepared to fund versus how it becomes a platform (i.e revenue source) for local promotions

4.2 The Town Council could use their own Wifi - offering to be an enabler of the service by extending their existing band width to provide coverage in the town centre. The cost of this would be £2-3k for an additional line; any upgrade costs that might be necessary to increase bandwidth and approximately £5-6k set up costs. However although this is the cheapest option it is also the most risky and has potentially high resource costs for ensuring the system is properly monitored and the registration compliant.

4.3 The responsibility for setting up the system can be put with a network provider. In discussing this with Kendal Town Council (similar coverage area) this was their option for the first year which cost them c£20k set up costs with c£6k annual maintenance. It was anticipated that the provider would recoup much of this by using the service as a platform for local promotions but in reality Kendal ended up being liable for a substantial amount of the costs. They have since progressed a new service with a different provider with a contract that includes a commitment to cover maintenance costs.

4.4 Some areas have had success by using crowd funding - targeting local residents and businesses before you start through social media sites. However even if this is successful in the initial year it might be difficult to repeat the success in subsequent years. This is probably more suited for much bigger town centres.

4.5 The most successful installations appear to be when local authorities utilise their own assets to house the network. For example utilising CCTV poles or street lighting columns to become enabling mechanisms. This uses the same principle as domestic Wifi routers and enables units to be sited securely 4 – 5 metres above ground. To cover the town centre 3 or 4 assets would be needed at a set up cost for a meaningful bandwidth of about £5k per asset. The cost for an IT provider to connect 4 assets to the internet would be about £5k (any more than 4 assets would require an additional telephone line at a further cost of £5k for 4) and a further £2k for the licence for the customer interface

3.7 Eastbourne has used the above system very successfully but has not focussed on the town centre but on their seafront promenade. This might be a better option for Littlehampton as there are sites offering free Wifi already in the town centre, but not currently along the seafront. It also might be a way of enticing visitors to come into the town by using local advertising promotions or event information.

4 Next Steps

4.1 If the Town Council wish to proceed there are a number of decisions to be considered before proceeding:

- Where should the Wifi be located and what coverage would be required e.g 200/300 metres?
- If the system detailed in 3.6 is used then initial discussion with ADC as owners of the assets will be necessary. (CCTV poles in the town centre and lamp columns along the seafront).

- The Town Council does not have the expertise in house to set up a system and should consider taking further advice, for example from RNS to establish the correct service (They have similarly advised Eastbourne and Brighton). The charge for these negotiations would be a maximum of £1,500

5. Financial Implications

5.1 There are no financial implications at the current time, however it would be feasible to consider a budget of £25k for the initial year if Members wanted to proceed. What proportion of this could be recouped through advertising and what are the likely second and subsequent year costs, needs further investigation.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **13th June 2016**

Report by: **The Town Clerk**

Subject: **Older People's Services**

1. Summary

1.1 This report provides a brief summary on the current position with Older Peoples services in Littlehampton. There will also be a verbal update to the Committee following a meeting with Age UK and ADC on the 9th June.

2. Recommendation

2.1 The Committee is RECOMMENDED to:

- Note the report

3. Background

3.1 The lease for the Tamarisk expires in September 2016. ADC is trying to extend this with the freeholder until March 2017 to give more time to negotiate alternative provision of the service.

3.1 Renewal of the lease is not considered to be a sensible option as the cost of a new lease is likely to increase to a minimum of £50k pa and will also incur considerable annual maintenance charges. This for a building which is generally assessed as being no longer fit for purpose.

3.2 The preferred option would be to retain a semi-permanent service in a fixed venue for at least 3 days a week plus accompanying outreach services. It is recognised that this might be a different range of services and delivered in a different way.

4. Current Position

4.1 WSCC currently deliver and/or commission a range of older peoples services across the county and is currently reviewing how the budget for these services is allocated. ADC is in discussion with County to ensure an appropriate proportion of the budget can be allocated in the future to the East Arun area. This sum once agreed is likely to be administered by ADC to ensure some level of continuity of service once the Tamarisk is closed.

4.2 There has also been discussion about utilising WSCC assets which are currently underused e.g. The Laurels in Angmering, and the offer of respite care at weekends.

4.3 Age UK has also been pursuing a range of different options including use of other centres, for example has been in discussion with the Assistant Town Clerk about possible use of Southfields

5. Next Steps

5.1 The target for the conclusion of these discussions with a clear plan on the way forward is September 2016

5.2 When the Town Council is planning for community buildings, Age UK has asked if they can be part of that discussion to ensure older people's needs can also be considered.

5.3 There is a potential to explore intergenerational projects that can be developed as part of the Keystone agenda

5.4 This Council might want to express concerns to WSCC about the future of Older People's services in Littlehampton, which would support ADC in their discussions regarding allocation of budgets.

6. Financial Implications

6.1 None at the current time

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non Confidential

Committee: Policy & Finance

Date: 13th June 2016

Report of: The Town Clerk

Subject: Merit Award Criteria

1. Summary

1.1 The Community Resources Committee duly considered the recommendations of the Merit Awards Panel at its meeting on 17th March 2016. During their deliberations it became apparent that the criteria had not been reviewed for some time and the Committee therefore considered it would be prudent to ask the Policy and Finance Committee to undertake a review of the guidelines.

2. Recommendations

2.1 The Committee is asked to review the current criteria and if appropriate agree recommendations for consideration by Full Council.

3. Background and criteria

3.1 The Town Council Merit Awards are awarded annually to members of the public who, in the opinion of the Council, have made a significant contribution to the Town and the Townsfolk. This could be through a combination of a number of factors involving the promotion of the Town, enhancing its reputation, initiatives to improve quality of life for residents or a sustained contribution to a particular issue which has wide reaching benefits for Littlehampton.

3.2 There is also a Merit Award for groups or organisations who work for the benefit of the Town. The principles in considering suitability are similar to those for the individual.

3.3 Nominations including full and considered reasons why the individual or group should be put forward for an award are sought from Members each year. A review group consisting of the Mayor and the Chairs of Policy and Finance and Community Resources Committees is then formed to make recommendations to the Community Resources Committee. The awards presented at the Annual Town Meeting.

4. Financial Implications

4.1 There are none.

Peter Herbert
Town Clerk

The
Local Government
Boundary Commission
for England

Gill Steward
Chief Operating Officer
West Sussex County Council
County Hall
West Street
Chichester
PO19 1RQ

10 May 2016

Dear Ms Steward,

ELECTORAL REVIEW OF WEST SUSSEX: FURTHER LIMITED CONSULTATION

Following consultation on draft recommendations for West Sussex County Council, I am writing to inform you of the Commission's decision to undertake a further period of limited consultation prior to publication of its final recommendations. This will involve our proposals for Crawley.

Outcome of consultation for Crawley

During consultation on its draft recommendations, the Commission received significant objections to its proposals for Crawley, with a number of respondents providing persuasive evidence for a revised division pattern for all but two divisions. There was only limited support for our draft recommendations.

The Commission has considered the evidence received for Crawley carefully and considers that the proposed alternative division patterns have merit in that it will ensure clear boundaries while reflecting communities and achieving electoral equality. We do however believe that a number of minor improvements could be made to further improve electoral equality and strengthen the boundaries. The proposed pattern of divisions is markedly different from what has been proposed in the Commission's draft recommendations. Accordingly, the Commission has decided to undertake a period of further limited consultation to seek the views of local residents and organisations as to whether it adopt the alternative division patterns for Crawley.

Before making its final recommendations, the Commission is, therefore, seeking views from interested parties locally on whether the alternative proposals would better reflect community identities and provide for effective and convenient local government when compared to its draft recommendations.

further consultation, the Commission will consider any further evidence received and prepare its final recommendations for Crawley as a whole

If you have any queries, please contact Paul Kingsley on 0330 500 1275, or paul.kingsley@lgbce.org.uk

Yours sincerely,

Jolyon Jackson CBE
Chief Executive
jolyon.jackson@lgbce.org.uk
0330 500 1290

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **13th June 2016**

Report by: **The Town Clerk**

Subject: **Update - Town Council Priorities**

1. Summary

1.1 This report updates on the progress of Town Council priorities as referred to this Committee.

2. Recommendation

The Committee is RECOMMENDED to note the report:

3. Background

3.1 The priorities referred to this Committee were:

- Future of disc parking
- Publicity/promotion
- Town centre enhancements
- River/sea enhancements/promotion

4. Progress to date

4.1 Disc Parking
Approved for 2016/17. To be reviewed annually

4.2 Expansion of events/publicity/promotion
It has been agreed that any funding earmarked for expansion of events should be used to support community organisations deliver an events programme that can be supported by the Town Council. It is proposed that the community should be involved in deciding how this might be managed so this part of the priority will be referred to CRC.

4.3 With regard to promotion and publicity of the town a number of aspects are currently being investigated including:

- Development of a wifi town (P & F)
- Branding (P & F)
- Targeted advertising campaigns (P & F/CRC)
- Long term advertising (P & F)
- Social media (P & F/CRC)
- Website management (P & F) Visit Littlehampton (CRC)
- Public art (CRC/P & P)

Inevitably there are crossovers between Committees and reports will be directed to the relevant Committee as necessary. The outcome of these investigations will be summarised for the next meeting in September in time to assess any financial implications for 2017/18

4.4 Town centre enhancements
Covered in a separate report

4.5 River/Sea Enhancements/Promotions
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5. Financial Implications

5.1 The sum of £28,250 has been reserved from the 2016/17 budget as a contribution to Arun District Council's disc parking scheme.

Peter Herbert
Town Clerk