

20th January 2017

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **ST MARY'S PARISH CHURCH HALL, CHURCH STREET, LITTLEHAMPTON BN17 5EN** on **THURSDAY 26 JANUARY 2017** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2016/2017

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(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
 - (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 24 November 2016, circulated herewith.

6. **TOWN MAYOR'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 Council. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address Council 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**

8.1 **Hackney Carriage and Private Hire Licensing Policy** – report attached.

9. **REPORTS OF COMMITTEES – (NON-EXEMPT)**

9.1 **Recommendations from Committees** – report herewith. The report brings together the Recommendations from Committees that need approval by Council. There is one.

9.2 **Committee Minutes (Non-Exempt)**

9.2.1 **Policy and Finance**

To receive the Minutes of the meeting held on **19 December 2016** – circulated herewith - at which the following items were discussed;
Minutes –

- (34) Staffing Update
- (36) Town Promotion (Branding) Task and Finish Group
- (37.1) Regional Network Solutions
- (37.2) CCTV Provision
- (37.3) Littlehampton Oil Spill Contingency Plan Consultation
- (37.4) Council and Committee Dates 2017/18
- (38) Town Council Priorities
- (39.1) Committee Finance Report 2016/17
- (39.2) Committee Draft Budgets 2017/18, 2018/19 and 2019/20
- (39.3) Council Draft Budgets and Precept 2017/18, 2018/19 and 2019/20
- (40) Masterplan – North Littlehampton

9.2.2 **Community Resources**

To receive the Minutes of the meeting held on **8 December 2016** – circulated herewith - at which the following items were discussed;
Minutes -

- (44.1) Museum Exhibition Dates 2017
- (45.1) East Green public challenge fitness course
- (46) Littlehampton Sports Forum
- (47.1) Control of Foxes on Allotment Sites
- (47.2) Project 82 Periodic Report

- (47.3) Museum Periodic Report
- (47.4) Events Periodic Report
- (47.5) Community Events Meeting
- (47.6) Financial Awards for Sporting Excellence
- (47.7) South East in Bloom Grant
- (47.8) Community Room Hire Charges Proposals 2017/18
- (47.9) Keystone Centre
- (48) Town Council Priorities
- (49.1) Finance Report 2016/17
- (49.2) CRC Draft Budgets 2017/18, 2018/19 and 2019/20
- (50) Masterplan – North Littlehampton

9.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **12 December 2016** – circulated herewith - at which the following items were discussed;
Minutes –

- (96.1) Planning Consultation Responses
- (96.2) Planning Applications – Lists 46,47,48 and 49.
- (96.3) Housing and Economic Land Availability Assessment (HELAA) Update
- (96.4) Development Control - Proposed Temporary Changes to Compliance Strategy
- (97.1) Parking Provision in New Developments
- (97.2) Proposed Submission Draft West Sussex Joint Minerals Local Plan
- (98) Masterplan – North Littlehampton
- (101.1) Bus Service – Courtwick Development – Exempt Business

9.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **9 January 2017** – circulated herewith - at which the following items were discussed;
Minutes –

- (107.1) Vans parked in Oakcroft Gardens
- (108.1) New bus route to serve North Littlehampton
- (108.2) Planning application LU/359/16/PL, 93 East Ham Road, Littlehampton
- (109.1) Planning Applications – Lists 50,51,52 & 1.
- (111) Masterplan – North Littlehampton

9.2.5 Property and Personnel

To receive the Minutes of the meeting held on **5 December 2016** – circulated herewith - at which the following items were discussed;
Minutes -

- (45.1) Standing Orders: Urgent Action
- (45.2) Staff Sickness Report
- (45.3) Manor House Room Hire Fees & Car Park Charges Proposals 2017/18
- (46) Town Council Priorities
- (47.1) 2016/17 Committee Finance Report
- (47.2) P&P Draft Budgets 2017/18, 2018/19 and 2019/20
- (48) Masterplan – North Littlehampton
- (51.1) Staffing Update – Exempt Business
- (51.2) Update on Manor House Structural Repairs

9.2.6 Governance and Audit

The next meeting of this Committee is 7th February 2017.

10. OFFICERS REPORTS

10.1 Full Council Budget 2017/18 – Report attached.

10.2 Council and Committee Dates 2017/18 – Council is asked to approve the enclosed draft schedule of meeting dates.

Note to Members: Regarding the provisional July 2017 meeting of the Community Resources Committee scheduled to for 20th July which deals with Community Grants. A Civic function organised by The Twinning Association is also planned and will be held in the New Millennium Chamber. It is therefore proposed that the provisional date for this Committee, which is very unlikely to be held as the Grants will probably be awarded in June, is changed to Thursday 13th July 2017.

11. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

Members are invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

12. MASTERPLAN – NORTH LITTLEHAMPTON

13. EXEMPT BUSINESS

It is **RECOMMENDED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Full Council

Date: 26th January 2017

Report by: Town Clerk

Subject: Hackney Carriage and Private Hire Licensing Policy and Handbook

1. Summary

1.1 The District Council have reviewed their regime in respect of Hackney Carriage and Private Hire Licensing. This has resulted in a revised policy, the details of which have been published on their website and circulated to town and parish Councils for comment. The deadline for comments is 1st March 2017.

1.2 A copy of the draft policy can be found on their website at <http://www.arun.gov.uk/taxi-consultation> and a is attached (appendix A) for information.

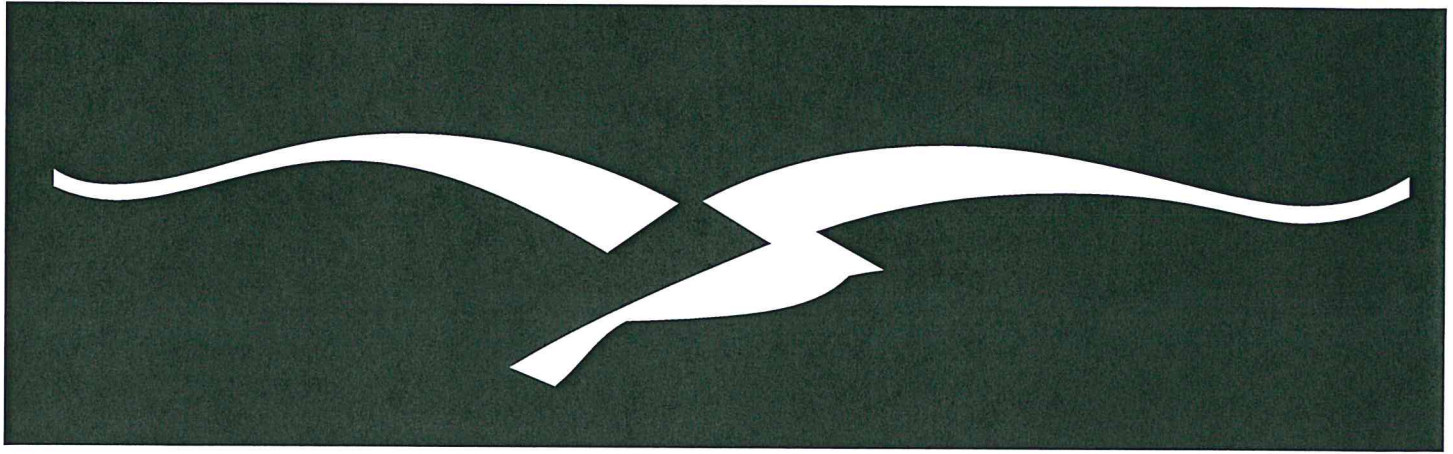
2. Recommendation

2.1 Council is recommended to consider and comment upon the consultation.

3. Financial Implications

3.1 There are none.

Peter Herbert
Town Clerk



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Hackney Carriage and Private Hire Licensing Policy & Handbook

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How to contact us:

All correspondence should be marked for the attention of:

Arun Licensing Team,
Civic Centre,
Maltravers Road,
Littlehampton
West Sussex
BN17 5LF.

If you would like to see a licensing officer you will need to make an appointment by contacting taxis@arun.gov.uk or calling 01903 737755.

Consultees

In developing this policy, the Council has consulted with the following persons, businesses and professional bodies:

The hackney carriage and private hire trade licensed by the Council
Guide Dogs for the Blind
Neighbouring Local Government Authorities
Local Children's Safeguarding Board
West Sussex County Council
Sussex Police
The Members of the Council
Parish and Town Councils
Local Bus and Rail operators
Organisations representing local businesses
Members of the public via the Council's web site and libraries
Local Members of Parliament

Part A

INTRODUCTION

Purpose of this policy

- 1 This policy is intended to provide guidance on the licensing requirements in the Arun District. The District Council is the licensing authority for Hackney Carriages and Private Hire vehicles in the Arun area. Parliament has imposed requirements and restrictions upon Hackney Carriages, Private Hire Vehicles, and their drivers and operators. These are given force through the licences which the Council is required to issue and regulate under the Town and Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, as amended.
- 2 The aims, standards, and procedures applied by the Council in administering a licensing regime for Hackney Carriages, Private Hire Vehicles, Drivers, and Operators, are regularly reviewed through a consultative process and set down as policy for the guidance of all concerned. Changes outside of the regular review process may occur if it is found necessary to correct errors or respond to changes in the appropriate law. Minor changes to policy may be made by officers without consultation. This includes amendment of the appendices. **We recommend licence holders refer to our website on a bi-annual basis to ensure they have the most up to date version of this document.**
This document is not intended to be exhaustive or definitive in terms of the law. We recommend all licence holders familiarise themselves with the provisions of the relevant acts, local byelaws and conditions.
- 3 The information relating to convictions within this policy has been adopted from the convictions policy produced by the Local Government Association for this purpose. This aims to promote consistency across areas as well as recognising a high standard and promoting public safety.
- 4 The overriding aim of the licensing authority is to protect the safety of the public. The licensing authority is concerned to ensure:
 - that the person is a fit and proper person;
 - that the person does not pose a threat to the public;
 - that the public are safeguarded from dishonest persons;
 - the safeguarding of children and young persons.

How the policy is used

- 5 This policy provides guidance to any person with an interest in public and private hire licensing. In particular, but not exclusively:
 - Applicants for drivers' licences
 - Existing licensed drivers whose licences are being reviewed

- Licensing officers
 - Members of the Licensing Subcommittee
 - Magistrates hearing appeals against local authority decisions
- 6 In carrying out its regulatory functions, the local authority will have regard to this policy when making licensing decisions regarding taxis and private hire vehicles, drivers and operators. Where it is necessary to depart substantially from this policy, clear and compelling reasons will be given for doing so.
- 7 In the interests of protecting public safety and ensuring fitness and propriety of licence holders the licensing authority will share information with other enforcement agencies including the UK Border Agency, Driver and Vehicle Standards Agency (DVSA), Inland Revenue, Police, Trading Standards and the Department of Work and Pensions. Information may also be shared with internal council departments including parking services, revenues and benefits and planning. The Council may also share information with other local authorities.
- 8 Where licensing officers have delegated powers to grant or refuse licences, they will utilise these guidelines when making a decisions. In all other cases, or where an officer in consultation with their manager feels it is appropriate, applications for licences will be referred to the Licensing Subcommittee. Whilst officers and the Subcommittee will have regard to the guidelines contained in the policy, **each case will be considered on its individual merits and, where the circumstances demand, the committee/officer may depart from the guidelines.**
- 9 This policy supersedes all previous policy decisions made by the Council from the date of this policy being published.

Application and renewal procedures

- 10 Every driver of a Hackney Carriage or a Private Hire vehicle in the Arun District that is licensed for such relevant purposes must hold a current dual drivers licence issued by Arun District Council.
- 11 The Council will consider all applications on their merits once it is satisfied that the statutory criteria have been met and full relevant information and supporting evidence have been provided. Officers, subject to management oversight may grant licences to drivers with single minor offences that are over 10 years old such as; common assault, minor road traffic offences, minor theft offences, criminal damage. If officers have any doubt as to the fitness and propriety of the applicant, or for any other reason, the matter will be referred to the Subcommittee for determination. All other matters will be referred to the Subcommittee for determination.
- 12 Applicants who hold a licence with one licensing authority should not automatically assume that their application will be granted by another. Each case will be decided on its own merits.

- 13 Licensees who are licensed by multiple authorities are expected to inform all such authorities of the authorities that they are licensed by, and to advise each authority of any changes in this respect; and should expect those authorities to share information regarding their conduct and to take it into account as appropriate.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Full Council

Date: 26th January 2017

Report of: The Town Clerk

Subject: Recommendations from Committee

1. Summary

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. There are two recommendations to Council:-

2. Community Resources Committee: 8th December 2016

2.1 Minute 47.1 Control of Foxes on Allotment Sites

47.1.1 The Assistant Town Clerk presented a report (previously circulated) which contained additional information regarding the control of foxes requested by the Committee at the 20th October meeting and options for the way forward. The report set out a range of options which the Committee was asked to consider with a view to making a recommendation on the future policy to Full Council.

47.1.2 The Committee proceeded to discuss the report in more detail. Members thanked Officers for the thorough research that had been undertaken with other authorities and welcomed the clarity that it provided. It was noted that LALGA favoured retention of the current policy as it gave the flexibility for removing foxes which were causing damage. However, reviewing the material presented the consensus was that there was no clear evidence to support the Town Council's current policy on this matter. Whilst it was accepted that foxes could be destructive to crops, it was also apparent that effective fox control was a very complicated process. Members discussed whether controlling foxes on the sites that were perceived to be unwell was a matter for the Town Council. This needed further discussion. Members concluded that it would be prudent to suspend the current arrangements for a year and monitor the impact on the allotment sites. It was therefore **RESOLVED** that:

Full Council be recommended to implement a moratorium of the Town Council's current policy in respect of the control of foxes on allotment sites for one year, after which time the matter would be reviewed by the Committee.

3. **Planning and Transportation Committee: 12th December 2016**
3.1 **Minute 96.3 Housing and Economic Land Availability Assessment (HELAA) Update**

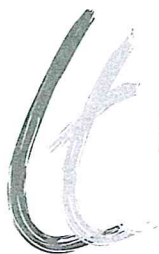
96.3.1 The Committee received a report (previously circulated) which contained an update on progress with the HELAA and copies of the assessments relating to potential housing and two economic sites in Littlehampton. The District wide review of potential housing sites had been prompted by the urgent need to meet the higher housing numbers in the draft Local Plan. The HELAA was a highly theoretical document which had been presented to Parishes for consideration in terms of factual accuracy and would form part of the evidence base for the revised draft Local Plan.

96.3.2 It was noted that these were draft proposals and that Members would have the opportunity to comment more fully on the appropriateness for development should planning applications come forward. The Neighbourhood Plan also set out the shape of future development. It was however noted that until such time as legislation was changed, the only way to change housing site allocations in "made" Neighbourhood Plans was to create a new Plan. Noting the content of the report, the Committee therefore considered it was prudent that the Town Council take steps to preserve its position in relation to the possible addition of new sites.

96.3.3 The Chairman proposed the following; "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so. However, the Town Council restates its view that the Plan as it stands is the only 'made' Plan in Littlehampton and should be given due weight and attention. The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan. However, where we disagree that a site is appropriate the Town Council reserves its position to argue as such." The statement was unanimously supported and the Committee therefore **RESOLVED** to:

**Agree the statement set out in Minute 96.3.3
above as a holding response asking that Full
Council endorse it in due course.**

Peter Herbert
Town Clerk



MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 19 DECEMBER 2016 at 6PM

Present: Cllrs Dr Walsh KStJ (Chair),
Blanchard-Cooper, Chester,
*Gammon, Purchase and
Squires

2016/2017

26. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

28. MOBILE PHONES

Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.

29. APOLOGIES

There were none.

30. 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 Squires declared personal interests as members of the Littlehampton Harbour Board on the item relating to the Littlehampton Oil Spill Contingency Plan. The Committee Assistant declared a personal interest on the item relating to the Littlehampton Oil Spill Contingency Plan as notes secretary to the Harbour Board.

31. MINUTES

The Minutes of the meeting held on 12 September 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

32. CHAIR'S REPORT AND URGENT ITEMS

There was one urgent matter.

33. 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.

34. Staffing Update

The Town Clerk reported that the additional hours for the extended (fixed term), part time post supporting the Events and Publicity Team may need to be brought forward. To ensure continuity within the Team, a contingency was required that would enable him to make a temporary appointment on a full-time basis to provide cover until 31st March 2017. Members considered it prudent that the organisation had the flexibility to recruit to this post on this basis if required. The Town Clerk stated that Members would receive a staffing and recruitment update before the Christmas break. It was therefore **RESOLVED** that:

A Supplementary Estimate (of up to £2,000) for funding the contract gap for this post from 1st January 2017 to 31st March 2017 be approved.

35. PUBLIC FORUM

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

36. TOWN PROMOTION (BRANDING) TASK AND FINISH GROUP

The Committee received the notes of the meeting held on 15th November 2016 informing them of progress with the work of this Group (previously circulated). It was **RESOLVED** that:

The update be noted.

37. OFFICER'S REPORTS

37.1 Regional Network Solutions

This presentation was deferred pending confirmation from the company regarding attendance at a future meeting.

37.2 CCTV Provision

The Committee had before it a letter from the District Council (previously circulated) seeking support for the continuation of the provision of CCTV cameras in the Town. The earlier decision of the Town Council in respect of support for this service was noted. It was observed that the letter referred to potential improved capability and reliability of the cameras and indicated that the District Council was engaged in a dialogue with Sussex Police about the improved provision of the cameras in the Town Centre. Acknowledging that anti-social behaviour in the Town continued to be a concern, Members were interested in supporting an improved scheme but would not want to fund the existing system. Reserving its position on the matter of future funding pending discussions with Arun District Council and the Police, the Committee therefore **RESOLVED** that:

The Town Council initiates discussions with Arun District Council and the Police regarding the proposed new CCTV provision.

37.3 Littlehampton Oil Spill Contingency Plan Consultation

The Committee received a report (previously circulated) which contained a summary of the draft Littlehampton Oil Spill Contingency Plan. This was a detailed technical document that set out how the Harbour Authority and other organisations would deal with an accidental discharge of oil within the Harbour Limits. The Harbour Board were required to consult with several designated consultees on its contents and each was asked to provide a statement to the Maritime and Coastguard Agency (MCA) confirming that they were content with the Plan. It was observed that the Harbour Board had dealt with such incidences effectively in the past and that the primary role of the Town Council in the event of such an emergency would be to facilitate communications in and around the Town. It was therefore **RESOLVED** that:

The content of the Plan be noted and the Town Clerk be authorised provide the necessary confirmation to the MCA.

**Councillor Gammon joined the meeting at 6.20pm.*

37.4 Council and Committee Dates 2017/18

The Committee received a draft calendar of dates (previously circulated) for the 2016/17 meeting cycle. Members discussed the timing of the Annual Town Meeting (ATM) and it was noted that this was scheduled as close as possible to the end of the municipal year to give as full a report as possible on the previous years' events. Whilst this might conflict with the purdah period during election years, it was also noted that legislation prescribed that the meeting was held between 1st March and 1st June. Whilst it was not considered appropriate to change the proposed date of the 2017 ATM, Members agreed to review the timing of this meeting in future years. It was therefore **RESOLVED** that:

The Draft Council and Committee dates for 2017/18 be RECOMMENDED to Full Council for approval.

38. TOWN COUNCIL PRIORITIES

The Committee considered the latest update on the priorities relating to this Committee (previously circulated) and **RESOLVED** that:

The report be noted.

39. FINANCE REPORTS

39.1 Committee Finance Report 2016/17

Members considered a report (previously circulated) which gave a summary of income and expenditure relating to the Committee. Regarding the Council's investment portfolio, the Town Clerk drew Members attention to the recommendation regarding the investment of the capital receipt from the sale

of land in North Littlehampton. The Town Council's investments strategy stated that the Local Authority Property Fund (LAPF) be used to maximise the return on significant funds that could be invested in the medium / long term. However, the performance of the LAPF had been declining steadily during the year. Having sought advice from the fund managers the Town Clerk and RFO were therefore recommending that the capital receipt be invested in a one year fixed deposit. It was observed that although this would deliver a lower rate of return, in the current economic climate this would be a prudent move as it protected the lump sum. It was therefore **RESOLVED** that:

- (1) *The proposed investment for the capital receipt as set out in points 3.5.7 to 3.5.9 of the report be approved.*
- (2) *The expenditure for the Structural repairs to Manor House be met from General Reserves.*
- (3) *The contents of the report be otherwise noted.*

39.2 Committee Draft Budgets 2017/18, 2018/19 and 2019/20

The Committee received and considered a report which set out a draft Committee Budget for 2017/18 and Projected Budgets for 2018/19 and 2019/20 (previously circulated). The Town Clerk explained the main features within the Committees' budget and highlighted the areas where changes had been made to support the delivery of its priorities. It was noted that whilst the value of funds on deposit was likely to increase, the rate of return overall was expected to decline. Consequently, the income from investments was budgeted at the same level from 2017/18 onwards. It was therefore **RESOLVED** that:

- (1) *The draft Committee budget for 2017/18 and the projected budgets for 2018/19, 2019/20 be approved and recommended to Council, as part of the overall Council Budget;*
- (2) *Subject to budget approval, the proposals to extend the part time Major Projects Manager Post for a further two years from 1st April 2017 be approved.*
- (3) *Subject to budget approval, the part time Collection Deposit Officer post be extended for a further two years, from 1st April 2017, and a Supplementary Estimate for funding the contract gap for the Collections Documentation Officer post from 1st January 2017 to 31st March 2017 be approved.*
- (4) *The creation of a fixed-term part time post to allow greater support for events and events publicity in the Events Team whilst creating*

capacity for this committee's marketing initiatives be approved.

39.3 Council Draft Budgets and Precept 2017/18, 2018/19 and 2019/20

39.3.1 The Committee received and considered a report which set out a draft Council Budget for 2017/18 and Projected Budgets for 2018/19 and 2019/20 (previously circulated). The process for setting and agreeing the individual Committee budgets was noted and the Town Clerk proceeded to explain the main growth areas in more detail. Regarding the Bus Service, the increase in the budget provision acknowledged the requirement to support the delivery of the new route that would serve residents on the new North Littlehampton developments and provide a link with the Town. It was noted that this provision was part funded through a Section 106 Agreement. Recent issues with the "A" Team tractor had highlighted the need to have sufficient funds to replace heavy duty equipment and vehicles. It was therefore proposed that a further £3,000 p/a be added to the budget to build up reserves for this purpose. Additional funds had also been allocated to build up reserves for maintenance and possible further roof repairs at the Southfields Jubilee Centre. A new budget head had been created under the salaries heading to reflect the planning aspects of the Project Manager's role and allow the apportionment of her salary for work carried out under this heading. In addition, individual budgets had also been created to support new initiatives that would see the creation of an Arts Forum and the Youth Mayor project.

39.3.2 Members went on to consider the draft Budget in more detail. The recent substantial increase in election costs had highlighted the need to increase this provision. Whilst the Town Council was to press the District Council for a review of the charges, this had not yet happened. It was therefore considered prudent to start building a reserve to lessen the impact should these costs escalate in future years. The current position regarding the letting arrangements at Project 82 were clarified. It was noted that the future of the site formed part of the Youth Service Review which was being overseen by the Property and Personnel Committee. Acknowledging the work that had gone into stabilising the budget following the loss of the Localisation of Council Tax Support Grant, Members considered that the draft budget ensured the Council would be well placed to meet future challenges with the projected 1% increase in Band D Council Tax for the next 3 years. It was therefore **RESOLVED** that:

Council be RECOMMENDED to approve the Budget for 2017/18 setting a Precept of £1,078,470.

40. MASTERPLAN – NORTH LITTLEHAMPTON

Councillor Dr Walsh KStJ declared a personal interest in the following discussion as a member of the West Sussex Health Overview and Scrutiny Committee.

The Committee received an update on the outcome of the Steering Group meeting that had taken place on 15th December 2016. The Group was united in its frustration over the continuing congestion problems on Toddington Lane/Mill Lane resulting from the work on the new developments and the lack

of progress on the matter of Health provision. The Group had jointly called for action on these matters and regarding the issue of traffic congestion, a site meeting with the developers and West Sussex Highways was expected shortly. In view of the complete lack of progress with the healthcare facilities envisaged at the Morrisons site, and the pressure on local surgeries following the closure of the East Street practice, Members had called on the CCG to start looking at other options as a matter of urgency. Consequently, the next meeting of the Steering Group had been brought forward to the end of January 2017. It was **RESOLVED** that:

The update be noted.

The meeting closed at 6.52pm.

CHAIR

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 8 DECEMBER 2016 at 6.30PM

Present: Cllrs Blanchard-Cooper (Chair),
Ayres, Chester, Purchase, Squires,
Tandy, Dr Walsh KStJ and
The Mayor, Cllr Buckland (ex officio)

2016/2017

39. EVACUATION PROCEDURES

The evacuation procedures were noted.

40. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

41. APOLOGIES

There were apologies from Councillor Warren QVRM.

42. 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.

Councillor Squires declared a personal interest in agenda item 9.1, control of foxes on allotment sites, as an allotment holder.

Councillor Chester declared a personal and prejudicial interest in agenda item 9.7, South East in Bloom Grant, as a member of the Littlehampton Civic Society and confirmed that he would leave the meeting while the Committee considered this matter.

Councillor Dr Walsh KSt.J declared a personal interest as District Councillor in Agenda Item 9.9, The Keystone Centre.

The Mayor, Councillor Buckland declared a personal interest across the agenda in Arun District Council and West Sussex County Council matters as a District and County Councillor.

43. MINUTES

The Minutes of the meeting held on 20 October 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

44. CHAIR'S REPORT AND URGENT ITEMS

44.1 Museum Exhibition Dates 2017

The Assistant Town Clerk reported that following a review of the New Year exhibition programme by the Museum team, it was proposed that the start date of two exhibitions be postponed because of the Manor House Structural works. The Committee was therefore asked to approve the following changes to the published exhibition programme:

The start date for the first in-house exhibition of 2017 be postponed from 4th to 11th January 2017

The start date for the first artist lead exhibition of be postponed from 7th to 14th January with the permission of the artist. It was **RESOLVED** that:

The changes to exhibition programme be approved and published.

45. PUBLIC FORUM

There were four members of the public present.

45.1 Mr Terry Ellis drew the Committee's attention to an article in the Arun Times which set out proposals for the creation of "a free public challenge fitness course" on the East Beach Green. He stated that in his view this was an inappropriate use for this area and could impinge on other activities. He asked if the Town Council was aware of the District Council's plans for the area.

45.2 The Assistant Town Clerk would contact the District Council to ascertain their plans for this area.

46. LITTLEHAMPTON SPORTS FORUM

46.1 The Committee had before it the notes of the meeting held on 7th November 2016 (previously circulated). The difficulties experienced by some clubs in finding accommodation that was suitable for their sports were noted. The Town Mayor reported that he was facilitating discussions between some of the groups regarding sharing space. The lack of space and constraints on change of use was lamented and there was a brief discussion on how this might be addressed. Observing the provision that had been secured for community facilities in respect of the new housing developments in the Town, it was agreed that the issue be raised at the North Littlehampton Steering Group. It was therefore **RESOLVED** that:

The notes be received.

47. OFFICER'S REPORTS

47.1 Control of Foxes on Allotment Sites

47.1.1 The Assistant Town Clerk presented a report (previously circulated) which contained additional information regarding the control of foxes requested by the Committee at the 20th October meeting and options for the way forward. The report set out a range of options which the Committee was asked to consider with a view to making a recommendation on the future policy to Full Council.

47.1.2 The Committee proceeded to discuss the report in more detail. Members thanked Officers for the thorough research that had been undertaken with other authorities and welcomed the clarity that it provided. It was noted that

LALGA favoured retention of the current policy as it gave the flexibility for removing foxes which were causing damage. However, reviewing the material presented the consensus was that there was no clear evidence to support the Town Council's current policy on this matter. Whilst it was accepted that foxes could be destructive to crops, it was also apparent that it effective fox control was a very complicated process. Members discussed whether controlling foxes on the sites that were perceived to be unwell was a matter for the Town Council. This needed further discussion. Members concluded that it would be prudent to suspend the current arrangements for a year and monitor the impact on the allotment sites. It was therefore **RESOLVED** that:

- 1) ***Full Council be recommended to implement a moratorium of the Town Council's current policy in respect of the control of foxes on allotment sites for one year, after which time the matter would be reviewed by the Committee.***
- 2) ***Further consideration, at a future meeting, be given to the role of the Town Council with regard to "unwell" foxes on the allotments.***

47.2 Project 82 Periodic Report

The Committee considered the latest periodic report relating to Project 82 (previously circulated) which included a staffing update and changes to sessions. Regarding the temporary changes to the weekly youth programme, it was noted that although popular, the sessions were challenging. The need to ensure that the junior sessions were effectively advertised and to increase publicity of the Service amongst young people was emphasised. Issues with the condition in which the Keystone Centre was left after P82 sessions were also reported and the Assistant Town Clerk agreed to take this forward with the Project Manager. It was **RESOLVED** that:

The report be noted.

47.3 Museum Periodic Report

The Committee considered a wide-ranging report (previously circulated) updating Members on activities since the last meeting of the Committee. The Assistant Town Clerk reported that the Anglo-Saxon bowl mount continued to attract interest and was recently featured at the launch of the Portable Antiquities Scheme's annual treasure report at the British Museum. It was noted that the Curator would be leaving at the end of December having provided cover for a period of maternity leave. Commenting on her year in the post, Members expressed their thanks and appreciation for her work. Highlighting the importance of the project to catalogue the Museums' artefacts, Members wished to ensure that the success of the project that had been instigated by her be continued. It was **RESOLVED** that:

The report be noted.

47.4 Events Periodic Report

The Committee received a report (previously circulated) which contained an update on the outcome of the Christmas Light Switch On and detailed proposals for a national beacon lighting in 2018. The Committee thanked Officers for their efforts in achieving a successful Switch On despite the bad weather leading up to event. It was noted that this was the last year of the current Christmas lights contract. Although some aspects of the lighting had been disappointing, this year's display had provided some useful pointers for the future and the feedback would be taken forward by the Christmas Lights Working Group in the New Year. Regarding the arrangements for the proposed Beacon Lighting in 2018, Members acknowledged the significance of the event and supported the proposal. It was **RESOLVED** that:

- (1) *The outcome of the Christmas Light Switch on as detailed in paragraphs 3.1.1 to 3.1.7 of the report be noted.*
- (2) *The proposals for participation in the 2018 national beacon lighting as set out in paragraphs 3.2.1 and 3.2.2 of the report be approved and the financial implications noted.*

Councillor Dr Walsh KStJ left the meeting at 7.10pm.

47.5 Community Events Meeting

The Committee received a report (previously circulated) which summarised the outcomes of a meeting with the organisers of a range of events in Littlehampton and recommendations on the next steps with this work. The meeting had provided a forum for local groups to feedback suggestions regarding gaps in the 2016 events programme, exchange views on the challenges faced by community event organisers and put forward ideas for future working. Feedback from the Local groups present at the meeting, Members and Officers was very positive and it was proposed that the Forum was permanently established. The Committee proceeded to review the outcomes and were supportive of the next phase of work as proposed in the report. It was therefore **RESOLVED** that:

- (1) *Subject to budgetary approval (see Budget agenda item), the Town Council takes the lead in a major publicity initiative to promote all events in the town, using all available media, with the details of the initial steps to be agreed by Committee in February 2017.*
- (2) *The development of a Community Events Forum, as set out in paragraph 3.4.2 of the report, be approved.*
- (3) *The Events Team work with other event organisers to create a database of shared resources.*
- (4) *A volunteer database be investigated and the*

- findings be reported back to the Committee.
- (5) Subject to budgetary approval, ideas for future additional events be considered by the Committee in February 2017.

47.6 Financial Awards for Sporting Excellence

The Committee received a report (previously) which contained the outcome of the Financial Awards for Sporting Excellence 2016. In noting the report, Members congratulated Lyminster Primary School on being awarded The Active Sussex Team Primary School of the Year for 2016. It was **RESOLVED** that:63

The report be noted.

Councillor Chester left the meeting at 7.15pm

47.7 South East in Bloom Grant

The Committee considered an application (previously circulated) which detailed a request for a grant of £170 from the Littlehampton Civic Society for the purchase of plants to replenish the Library Garden. Whilst the application was in the name of the Civic Society, it was noted that this project was a separate initiative linked to the Rain Gardens scheme which was unable to hold funding in its own right. Members were in full support of the application and **RESOLVED** that:

The £170 South East in Bloom grant application from the Littlehampton Civic Society be approved.

Councillor Chester re-joined the meeting at 7.18pm

47.8 Community Room Hire Charges Proposals 2017/18

The Committee was also asked to consider changes for Southfields Jubilee Centre and Project 82 for 2017/18 as part of the annual review of room hire charges. Members considered it prudent that the fees for Southfields be consistent with those recommended for the Manor House by the Property and Personnel Committee at its recent meeting. Regarding Project 82, an increase was not considered appropriate at this time. It was therefore **RESOLVED** that:

- 1. The room hire charges for Southfields Jubilee Centre be increased by 2% for 2017/18.**
- 2. The room hire charges for Project 82 remain unchanged for 2017/18.**

47.9 Keystone Centre

The Town Clerk reported on progress with the District Council in advancing their plans for youth facilities in the area. The next step would see the Town Council carrying out a review of the previous assumptions regarding future service provision. The outcome would be reported back to the Committee in the Spring Committee cycle and would inform an application for grant funding

to take forward youth provision options. It would also be reported to Arun's Cabinet. It was **RESOLVED** that:

The update be noted

48. TOWN COUNCIL PRIORITIES

The Committee received a report which identified the priorities for this Council that would be monitored by the Community Resources Committee (previously circulated). Members noted the positive progress that had been made particularly regarding events promotion. The Town Council was keen to initiate the project to improve the play equipment at Rosemead. It was noted that subject to assurances from the County Council concerning the Section 106 agreement, costed options would be brought to the Committee for consideration in early 2017. It was **RESOLVED** that:

The update be noted.

49. FINANCE

49.1 Finance Report 2016/17

The Committee considered a report (previously circulated) which highlighted any significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2016/17. It was **RESOLVED** that:

The report be noted.

49.2 CRC Draft Budgets 2017/18, 2018/19 and 2019/20

49.2.1 The Committee considered a report (previously circulated) which set out the draft Community Resources Committee Budget for 2017/18 and the projected budgets for 2018/19 and 2019/20. The Town Clerk briefly outlined the budget process and stated that the overall budget was looking at a 1% increase as planned. The draft Budget aimed to meet the Committee's priorities as fully as possible and would make available the resources to deliver improvements in key areas such as technology, events and bus services. It also contained provision to maintain community services through increased grant funding and deliver improvements in the Town such as those identified through the work of the Branding and Town Promotion Task and Finish Group.

49.2.2 Councillor Purchase updated the Committee on the research into the Youth Mayor Project. It had become apparent that a small budget might be required to initiate the project and he sought the inclusion of £1,000 budget provision in 2017/18 to take this work forward. Noting that a report would be coming forward for consideration by the Committee in 2017, this request was supported by the Committee. It was also noted that the budget for the Beacon Lighting in 2018 would be reassessed in the 2018/19 budget cycle. It was therefore **RESOLVED** that:

- 1) Subject to any minor changes deemed necessary and the inclusion of a budget provision in the sum of £1,000 for the Youth Mayor Initiative, the Draft Committee budget**

for 2017/18 and the projected budgets for 2018/19 and 2019/20 be RECOMMENDED to the Policy and Finance Committee for consideration as part of the Budget discussions at the meeting on 19th December 2016.

- 2) Subject to budget approval, the part time Collection Deposit Officer (CDO) post be extended for a further two years, from 1st April 2017, and that a Supplementary Estimate be sought for funding the contract gap for the CDO post from 1st January 2017 to 31st March 2017
- 3) The creation of a fixed-term part time post to allow greater support for events and events publicity in the Events Team whilst creating capacity for the Policy and Finance marketing initiatives be supported.
- 4) The Committee's Earmarked Reserve position be noted.

50. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Town Clerk reported that the Steering Group would be meeting the following week and the ongoing problems of traffic congestion associated with the new development in North Littlehampton would be discussed. If there was no progress at this meeting it was noted that the Town Council would need to step in to bring about a resolution. It was **RESOLVED** that:

The update be noted.

51. **EXEMPT BUSINESS**

There was none.

The meeting closed at 7.35pm.

CHAIR



MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 12th DECEMBER 2016 at 6.30PM

Present: Cllrs Chester (Chair), Blanchard-Cooper Tandy and Warren QVRM. Councillor Tester substituted for Councillor Purchase.

2016/2017

89. EVACUATION PROCEDURES

The evacuation procedures were noted.

90. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

91. APOLOGIES

There were apologies from Councillors Buckland and Purchase.

92. 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. Councillor Warren QVRM declared a personal interest across the agenda in Arun District Council matters as a District Councillor. He also declared a personal interest in Agenda item 8.3, the HELAA Update as he was acquainted with the landowner of one of the sites and confirmed that he would leave the meeting if there was any discussion on the sites.

93. MINUTES

The Minutes of the meeting held on 14th November 2016, previously circulated, were confirmed as a true record and signed by the Chair.

94. CHAIR'S REPORT AND URGENT ITEMS

94.1 Bus Service – Courtwick Development

There was an urgent report that required the attention of the Committee. Owing to the confidential nature of the matter it was noted that this would be dealt with under Exempt Business.

95. PUBLIC FORUM

There was a member of the public present and no issues were raised.

96. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

96.1 Planning Consultation Responses

96.1.1 The District Council had been operating a revised Scheme of Delegation in respect of householder planning applications since June. The Committee Assistant stated that discussions between Members and Planning Officers had provided clarity over the way that a representation of 'no objection' was interpreted under the revised Scheme. She explained that the District Council had refused an application concerning the Nelson Hotel to which the Town Council's representation was 'no objection'. Considering the difference of view, Members had questioned why the application had not been referred to the Development Control Committee. Planning Officers had subsequently confirmed that they regarded a representation of 'no objection' the same as 'no comment'. Consequently, when there was a difference of view there was no longer any mechanism to have an application referred to the Development Control Committee.

96.1.2 This had highlighted the need for the Committee to be clear when assessing the impact of planning applications. It was observed that if the Committee had 'no objection' to an application in the 'minor' or 'major' categories they should consider making a representation of support, setting out the reasons why. This would ensure that if the Planning Officer was minded to take a different view of an application, it would be referred to the Development Control Committee for a decision. It was **RESOLVED** that:

The update be noted.

96.2 Planning Applications – Lists 46,47,48 and 49.

It was **RESOLVED** that:

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

96.3 Housing and Economic Land Availability Assessment (HELAA) Update

96.3.1 The Committee received a report (previously circulated) which contained an update on progress with the HELAA and copies of the assessments relating to potential housing and two economic sites in Littlehampton. The District wide review of potential housing sites had been prompted by the urgent need to meet the higher housing numbers in the draft Local Plan. The HELAA was a highly theoretical document which had been presented to Parishes for consideration in terms of factual accuracy and would form part of the evidence base for the revised draft Local Plan.

96.3.2 It was noted that these were draft proposals and that Members would have the opportunity to comment more fully on the appropriateness for development should planning applications come forward. The Neighbourhood Plan also set out the shape of future development. It was however noted that until such time as legislation was changed, the only way to change housing site allocations in "made" Neighbourhood Plans was to create a new Plan.

Noting the content of the report, the Committee therefore considered it was prudent that the Town Council take steps to preserve its position in relation to the possible addition of new sites.

- 96.3.3** The Chairman proposed the following; "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so. However, the Town Council restates its view that the Plan as it stands is the only 'made' Plan in Littlehampton and should be given due weight and attention. The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan. However, where we disagree that a site is appropriate the Town Council reserves its position to argue as such." The statement was unanimously supported and the Committee therefore **RESOLVED** to:

Agree the statement set out in Minute 96.3.3 above as a holding response asking that Full Council endorse it in due course.

96.4 Development Control - Proposed Temporary Changes to Compliance Strategy

The Committee received a report (previously circulated) which set out temporary changes to the District Council's enforcement procedures. These arrangements had been approved by the Development Control Committee on 30th November for a period of six months and would establish a system of prioritising investigations into breaches of planning controls. Consequently, there would be modest changes to investigation timescales and formalising the temporary arrangements which would allow Officers to provide clarity about the service levels. It was **RESOLVED** that:

The update be noted.

97. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

97.1 Parking Provision in New Developments

The Committee received a copy of the recent exchange of correspondence with the County Council regarding parking provision in planning applications (previously circulated). Observing that the County Council had embarked on a review of parking standards, Members considered that Town and Parish Council's as well as the Local Planning Authority should be included in this work. It was therefore **RESOLVED** that:

The Committees' comments be forwarded to the Cabinet Member for Highways and Transport.

97.2 Proposed Submission Draft West Sussex Joint Minerals Local Plan

The Committee received an update on progress with the draft plan (previously circulated). Observing that there were no implications for the Town in terms of proposed site allocations, the Committee **RESOLVED** that:

The update be noted.

98. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next meeting of the Steering Group was scheduled for the 15th December 2016. The ongoing problems of traffic congestion associated with the new development in North Littlehampton would be discussed. If there was no progress at this meeting, Members considered it appropriate that the Town Council should step in to make an attempt to bring about a resolution. It was **RESOLVED** that:

The update be noted.

99. DATE OF NEXT MEETING

The next meeting will be held on Monday 9th January 2017.

100. EXEMPT BUSINESS

It was **RESOLVED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 3 of Part 1 of Schedule AJA of the Local Government Act 1972, being information relating to the financial or business affairs of a particular person or organisation.

101. OFFICER'S REPORT (EXEMPT)

101.1 Bus Service – Courtwick Development

The Committee had before it a report (previously circulated to Members of the Committee only) which set out progress in establishing the temporary bus route through the development. On balance, Members considered that the proposed temporary route offered greater accessibility to a wider range of users and judged that this arrangement could also be more sustainable in the long term. It was noted that any change of route would require modification of the Section 106 Agreement. Therefore, subject to the agreement of West Sussex County and Arun District Councils, it was **RESOLVED** that:

The Town Clerk be instructed to progress negotiations on this matter.

The meeting closed at 7.19pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 12th December 2016

Representation on Lists 46, 47 and 48

Page 1 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
46	Beach	DP	LU/310/16/PL	Creation of window on northern elevation	68C South Terrace Littlehampton BN17 5LG	No objection
46	River	IB	LU/296/16/HH	Dropped kerb	85 Arundel Rd Littlehampton BN17 7DE	No objection subject to the applicant complying with the advice provided by the Highways Authority.
47	River	IB	LU/322/16/HH	First floor side extension. Resubmission of LU/226/16/HH	72 Cornwall Road Littlehampton BN17 6EQ	No objection
47	Courtwick with Toddlington		LU/328/16/HH	Single storey extensions to existing bungalow	25 Holly Drive Littlehampton BN17 6LB	No Objection
47	River	IB	LU/294/16/PL	Replace existing ventilation system with new	Café Rope Walk Littlehampton BN17 5DE	No objection subject to the applicant complying with any advice provided by Environmental Health.
47	Courtwick with Toddlington		LU/290/16/PL	Extension to form new studio flat at first floor level	135a Wick Street Littlehampton	No objection. The Committee also sought an assurance that the exterior of the property would be brought up to standard.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 12th December 2016

Representation on Lists 46, 47 and 48

Page 2 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
47	Courtwick with Toddington		LU/327/16/OUT	Outline application for residential re-development comprising of 10 No. dwellings & associated works. This application is a Departure from the Development Plan	Westholme Nursery Toddington Lane Littlehampton BN17 7PP	<p>OBJECTION: Observing that vehicular and pedestrian access to the site would be via an existing access between the boundaries of two nearby properties, the Committee considered the development would have an adverse impact on the residential amenity of the neighbouring properties. Concerns were also raised about the siting of the private sewerage plant in the same field as the play area on environmental health grounds. In view of the large amount of development being undertaken nearby, the need for a temporary sewerage facility to service the development was also questioned. Noting that site access would be via Toddington Lane and in view of the current congestion in this area, the lack of pavements and street lights in the vicinity, Members also considered that the development would have an adverse impact on highway safety. The Committee considered that if the development were permitted, it would be appropriate to impose a condition that work should not commence until the new road had been constructed and improvements to Toddington Lane were in place.</p>

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 12th December 2016

Representation on Lists 46, 47 and 48

Page 3 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
48	Beach	DP	LU/332/16/PL	Installation of replacement windows & front door to south elevation	Basement Flat C Front 48 South Terrace Littlehampton BN17 5LE	OBJECTION: on the grounds that the proposals would have an adverse effect on the character and appearance of the Conservation Area.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 12th December 2016

Representation on Lists 49

Page 1 of 1

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
49	River	IB	LU/349/16/HH	Retention of 2 metre high boundary fence to west boundary	34 North Street Littlehampton BN17 6JH	Support: The proposal is not obtrusive, allows the applicant to protect their property and achieve a degree of privacy.
49	River	IB	LU/339/16/DOC	Application for approval of details reserved by condition 3 of LU/235/16/L relating to the provision of schedule of works & method statement	Manor House Church Street Littlehampton BN17 5EW	No comment.
49	Beach	DP	LU/336/16/HH	External cladding to bungalow	12 Humber Close Littlehampton BN17 6RB	No Objection

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 9th JANUARY 2017 at 6.30PM

Present: Cllrs Chester (Chair), Blanchard-Cooper, Tandy and Warren
QVRM.

2016/2017

102. EVACUATION PROCEDURES

The evacuation procedures were noted.

103. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

104. APOLOGIES

There were apologies from Councillor Purchase.

105. 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. Councillor Buckland declared a personal interest across the agenda in Arun District and West Sussex County Council matters as a District and County Councillor.

106. MINUTES

The Minutes of the meeting held on 12th December 2016, previously circulated, were confirmed as a true record and signed by the Chair.

107. CHAIR'S REPORT AND URGENT ITEMS

107.1 Vans parked in Oakcroft Gardens

The Chairman reported that he had received complaints from residents about commercial vans parking in Oakcroft Gardens. This had become an issue since Amazon had taken warehouse space at the nearby Watersmead Business Park. Residents were becoming frustrated by the congestion caused as it was thought that there was plenty of space available at the business park to accommodate the additional commercial traffic that had been generated by this activity. However, there were no parking restrictions in Oakcroft Gardens that could be used to control the problem. Members noted the limited enforcement options and agreed that something needed to be done to support residents attempts to resolve this problem. It was therefore **RESOLVED** that:

A letter outlining the issue be sent to Amazon and Watersmead Business Park.

108. PUBLIC FORUM

There was one member of the public present.

108.1 Regarding the proposed new bus route to serve North Littlehampton, Mr Ellis stated that in his opinion it was quite circuitous and that it would better serviced by two smaller buses rather than the one that was envisaged. In response, the Chairman stated that the route had been tested and driven as part of the preparations for tendering the service. Observing that the tender process had yet to be completed, Mr Ellis's comments were therefore noted.

108.2 Regarding planning application LU/359/16/PL, 93 East Ham Road, Mr Ellis expressed concern that the application lacked any parking provision and asked what could be done to prevent this being "waived" through by the highways authority. The lack of parking provision in this application was noted and it was also observed that Littlehampton was waiting for the County Council to conduct a road space survey which would help determine future parking needs.

109. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

109.1 Planning Applications – Lists 50,51,52 &1.

It was **RESOLVED** that:

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

110. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

There were none.

111. MASTERPLAN – NORTH LITTLEHAMPTON

111.1 The Chairman reported that a press release calling for action regarding the ongoing problem of traffic congestion associated with the new development at Toddington Lane had been issued. It was **RESOLVED** that:

The update be noted.

112. DATE OF NEXT MEETING

The next meeting will be held on Monday 6th February 2017.

113. EXEMPT BUSINESS

There was none.

The meeting closed at 6.55 pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 9 January 2017

Representation on Lists 50,51,52 and 1

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
50	Brookfield	FT	LU/368/16/HH	Rear single storey extension Application for approval of matters reserved by conditions imposed under LU/199/16/L relating to conditions 3 - details of design, construction & materials of porch hood, condition 4 - detailed sections & schedule of materials & finishes of the railings & condition 5 - details of colour of the wall.	59 Oakcroft Grdns Littlehampton BN17 6LT	No Objection
50	River	IB	LU/362/16/DOC		5 River Road Littlehampton BN17 5BN	Supported - subject to the restoration of the external wall leaving the panel of flint stonework exposed. OBJECTION: This is a very densely populated residential area where residents parking is already at a premium. The Committee therefore considered that the lack of any off-road parking provision would be detrimental to the residential amenity of the neighbours. The Committee also noted that if agreed the development would result in the loss of a rare five bedroom family home which is in short supply in Littlehampton.
51	River	IB	LU359/16/PL	Conversion of 1 No. dwelling into 1 No. 3 bed apartment & 1 No. 2 bed house	93 East Ham Rd Littlehampton BN17 7BQ	
1	Beach	DP	LU/373/16/HH	Single storey rear extension	22 Lundy Close Littlehampton BN17 6NX	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 9 January 2017

Representation on Lists 50,51,52 and 1

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
1	River	IB	LU/360/16/HH	Removal of front porch & replace with ground floor cloak room	6 Highdown Drive Littlehampton BN17 6HJ	No Objection
1	Courtwick with Toddington		LU/364/16/HH	Side extension & rear loft dormer	Apple Tree Cottage Toddington Lane Littlehampton BN17 6JX	No objection subject to the choice of materials being sympathetic to the host dwelling.



MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 5 DECEMBER 2016 at 6.30PM

Present: Cllrs Squires (Chair), Ayres
Belchamber MBE, Chester,
Rickeard and Tandy
Cllr Dr Walsh KStJ attended as a substitute
for Cllr Blanchard-Cooper

2016/2017

38. EVACUATION PROCEDURES

The evacuation procedures were noted.

39. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

40. APOLOGIES

Apologies were received from Councillor Blanchard- Cooper.

41. 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. No declarations were made at this stage of the meeting.

42. MINUTES

The Minutes of the meeting held on 5 September 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

43. PUBLIC FORUM

No questions were raised by members of the public.

44. CHAIR'S REPORT AND URGENT ITEMS

There were none.

45. OFFICERS REPORT

45.1 Standing Orders: Urgent Action

The Committee noted a copy of an Urgent Action that had been taken (previously circulated) to address repairs to the roof of Southfields Jubilee Centre. The Clerk reported that whilst undertaking the work, a further piece of work to remove damaged insulation and thereby stop the ingress of standing

water was undertaken. This had been cleared with the Committee Chair and was at an additional cost of £521.04 (plus VAT).
It was **RESOLVED** that:

The Urgent Action be noted and the further expenditure to address related repairs be endorsed.

45.2 Staff Sickness Report

The Committee considered a report (previously circulated) providing information on staff sickness up to the second quarter of 2016/17. Members noted the exceptionally good self-certificated figure and understood the reasons for the high certified sickness figure. It was **RESOLVED** that:

The report be noted.

45.3 Manor House Room Hire Fees and Car Park Charges Proposals 2017/18

The Committee considered a report (previously circulated) setting out options for room hire fees and car park charges for 2017/18. Members believed that an increase in room hire fees of 2% was appropriate and agreed that the car park charges should increase by the higher of the two options set out in the report. It was thought that these figures remained competitive and represented value for money. Members also clarified that those members of the public who had already booked weddings in 2017/18 at the 2016/17 prices, should have those prices honoured. It was **RESOLVED** that:

- 1. An increase in Manor House room hire fees of 2% be agreed for 2017/18.**
- 2. The higher of the two figures for charging for car park spaces at the Manor House be approved for 2017/18.**
- 3. Any pre-booked (prior to 6th December 2016) weddings for 2017/18 be honoured at 2016/17 prices.**

46. TOWN COUNCIL PRIORITIES

46.1 The Committee considered a report (previously circulated) updating Members on the progress with regard to the priorities referred to this Committee. The Town Clerk explained that following the in-principle agreement of the District Council's Asset Management meeting to develop the proposals for the Keystone Centre, the Town Clerk had asked his officers and colleagues at the Arun Community Church to validate previous work that had been undertaken and to identify the detailed proposals for the youth enterprise hub. This would enable reports to be brought back to both this Committee and the Community Resources Committee, together with the District Council's Cabinet, to confirm how this project would proceed and prepare the evidence to enable significant grant funding to be sought.

46.2 (Councillor Squires declared a personal interest in view of his involvement with the 5th Littlehampton Sea Scout Group). Reference was made to the importance of not impacting the viability of other Scout halls etc. in the area

and the Town Clerk confirmed that this would need to be considered as part of this stage of work. The Town Clerk went on to confirm that this work would be reported back to the Committee in the Spring. Members supported the need for this piece of work and noted the other updates. It was therefore **RESOLVED** that:

The report be noted.

47. FINANCE

47.1 Committee Finance Report 2016/17

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to this Committee's budget for 2016/17.

(Councillors Dr Walsh KStJ and Belchamber MBE and the Town Clerk all declared personal interests with regard to the paragraph within the report regarding the Local Government Pension Scheme pool).

Members noted the financial update and supported remaining in the Town and Parish Council (Smaller Scheduled Bodies) pool, within the Local Government Pension Scheme. It was therefore **RESOLVED** that:

- 1. The Town Council remain within the Town and Parish Council (Smaller Scheduled Bodies) pool within the Local Government Pension Scheme.**
- 2. The report otherwise be noted.**

47.2 P&P Draft Budgets 2017/18, 2018/19 and 2019/20

The Committee considered a report (previously circulated) setting out proposed Committee budgets for the next three years. The Town Clerk explained the key features within the overall budget that resulted in a likely 1% increase in the Band D rate of Council Tax. He then went on to detail the key elements that related specifically to this Committee's budget. Members emphasised the need to have sufficient funds for a replacement vehicle for the Amenity Team. It was clarified that earmarked reserves were kept to satisfactory level for the building through annually adjusting the specific building maintenance budgets for each individual property. Members also discussed the declining real-term pay for Town Council staff. On the latter point, the Town Clerk confirmed that there were currently no recruitment and retention issues within the Council, but that this would need to be monitored closely by Committee in the future. Members were pleased to see the imminent end of the loan repayments for the Manor House works. In all other respects the budget was supported and it was **RESOLVED** that:

- 1. The draft Committee budget for 2017/18 and the projected budgets for 2018/19 and 2019/20; be recommended to the Policy and Finance Committee.**
- 2. Proposals to extend the part time Major Projects Manager for a further two years from 1st April 2017 be supported, subject to**

budget approval.

3. The part time Collection Deposit Officer post be extended for a further two years, from 1st April 2017, and that a Supplementary Estimate for funding the contract gap for this post from 1st January 2017 to 31st March 2017 be submitted to the Policy and Finance Committee.
4. Support be given to the growth in the salaries budget to create capacity in staffing levels for a two-year fixed term, part time appointment to focus on communication, branding and marketing and through this the ability to deliver additional events and support event promotion across the town, (subject to budget approval).

48. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Committee heard that there was an imminent meeting of the North Littlehampton Steering Group and that one of the issues that would be raised was the continuing problems on Toddington Lane/Mill Lane resulting from the new development at Hollyacre and the work commencing on the North Littlehampton development. Other than this the position was noted.

49. **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.

50. **EXEMPT MINUTES**

The Exempt Minutes of the Extraordinary Meeting held on 5th September 2016, (previously circulated to Members of the Council only) were confirmed as a true record and signed by the Chair.

51. **OFFICER'S REPORTS (EXEMPT)**

51.1 **Staffing Update**

The Committee considered a report (previously circulated to Members of the Council only) setting out recent staff changes. The Town Clerk reported that a Councillor had asked him to raise two issues at the Committee. The first related to the short period of time that the Worker in Charge had been employed by the Council and the other related to a staffing relationship between two members of staff. On the latter point, the Town Clerk was pleased to report that this was being closely monitored and suitable arrangements were in place. The short period of employment of the Worker in Charge was disappointing, but this was always a possibility when contracts

were only for short hours and were often for secondary employment. He confirmed that that member of staff had had an induction period. The Town Clerk would be bringing a report on Project 82 staffing to a meeting of the Committee in the Spring.

51.2 Update on Manor House Structural Repairs

The Committee considered a report (previously circulated to Members of the Council only) providing information on the contract awarded for carrying out structural repairs to the Manor House. In noting the current position, the Town Clerk reported that the funding of this project had remained unclear in the minutes. It had always been intended that this would be met from the general reserves and therefore it was **RESOLVED** that:

1. *The Policy and Finance Committee be recommended to agree that the cost of this work should be met from the general reserves as a Supplementary Estimate.*
2. *The report otherwise be noted.*

The meeting closed at 7.29pm

CHAIR

MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 24 NOVEMBER 2016 at 6.30pm

PRESENT: Cllrs Buckland (Mayor), Ayres, Belchamber MBE, Blanchard-Cooper, Calvert, Chester, Gammon, Rickeard, Squires, Tandy, Dr Walsh KStJ and Warren QVRM

2016/2017

50. EVACUATION PROCEDURES

The Chair and Clerk outlined the evacuation procedures.

51. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

52. APOLOGIES

There apologies from Councillors Northeast and Purchase.

53. 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. None were declared at this point.

54. MINUTES

The Minutes of the meeting held on 13 October 2016 (previously circulated) were confirmed as a true record and signed by the Mayor.

55. TOWN MAYOR'S REPORT and URGENT ITEMS

55.1 The Mayoral engagement list was circulated to Members and set out the range of functions attended to date (copy attached to the Minutes). The Mayor reported that it had been a busy yet very enjoyable period. Highlighting the Portuguese Chestnut Festival and the presentation to Mr Stanley Northeast of the Legion d'Honneur military medal, the Mayor expressed his pride in attending such memorable events. Acknowledging the significance of Armistice Day and the Remembrance Day Parade, he thanked Councillors and the public for their support at these events. Earlier in November, he had attended the AGM of the South and Mid Sussex Branch of the NSPCC. Highlighting the work of the charity to raise the profile of the many issues that young people faced, he urged people to be vigilant and report any concerns they may have.

- 55.2** The Mayor had recently been informed that Mrs Audrey Daggett would be moving to the Isle of Man shortly. Mrs Daggett had always had a great interest in local matters and both she and her late husband had contributed much to the community over the years. With the support of the Council he would therefore write to Mrs Daggett to wish her well.
- 55.3** The Mayor also brought Members up to date on progress with a few highways issues. He reported that repairs to the upper part of Beach Road were scheduled for 2017/18 and would be linked with the District Council's Town Centre Regeneration Project. Regarding the problems with the pavement surfaces in Pier Road, temporary repairs had been carried out. The options for permanent repairs were limited and it was likely that resurfacing would take the form of black tarmac. This was being progressed by the County Council.
- 55.4** In conclusion, the Mayor encouraged Members to support the forthcoming Christmas Lights Switch on and Portuguese Market events and wished everyone a happy Christmas.

56. PUBLIC FORUM

There were three members of the public present and no matters were raised.

57. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL

57.1 Arun District Council (ADC) letter to town/parish councils regarding modifications to the Local Plan

Councillors Ayres, Buckland, Gammon, Dr Walsh KSt.J and Warren QVRM declared personal interests in the following discussion as Arun District Councillors

Members had before them a letter from ADC inviting Officers from town/parish councils in the District to a workshop on 29th November 2016 (copy attached to the Minutes). The Town Clerk explained that Officers would be attending the workshop and feedback reported to the Planning Transportation Committee meeting on 12th December. The letter noted the need to increase the number of smaller housing sites over and above the capacity already identified in the "made" Neighbourhood Plans to boost the District's five-year land supply. An update on the work on the Housing and Economic Land Availability Assessment (HELAA) would be presented at the workshop which would include details of the additional non-strategic sites that were being considered.

- 57.2** A discussion ensued during which Members debated the soundness of the Littlehampton Neighbourhood Plan and the implications for the Town in terms of further development. It was noted that the existing Neighbourhood Plan had been drafted relatively recently when the required housing numbers were significantly lower than the 919 dwellings per annum currently predicted. In the intervening period, a combination of creeping development and the growing need for affordable housing in the District meant that Littlehampton remained exposed to unwanted development. There were cases where Neighbourhood Plans had been successfully used to defend objections to development. However, it was also noted that there were two sizeable developments proposed in the District that were awaiting appeal decisions.

- 57.3** Council concluded that the soundness of the Neighbourhood Plan was not in question and that the bigger issue was the dire need for more affordable housing in the area and the lack of space. Observing that draft legislation was being progressed which would deal with the process of reviewing and updating neighbourhood plans, it was also noted that at present there was no proper procedure for updating them other than to produce a new one. This was not considered practical and it was hoped that the further analysis of sites as expected in the HELAA would contain a solution. The need for Members to carefully consider the outcome of the review and feedback from the workshop at the next Planning and Transportation Committee meeting was highlighted and it was **RESOLVED** that:

Matters be referred to the Planning and Transportation Committee.

58. REPORTS OF COMMITTEES – (NON-EXEMPT)

58.1 Recommendations from Committees

There were none.

58.2 Committee Minutes (Non-Exempt)

58.2.1 Community Resources

Council received the Minutes of the meeting held on 20 October 2016 (previously circulated) with no matters arising.

58.2.2 Planning and Transportation

Council received the Minutes of the meetings held on 17 October and 14 November 2016 (previously circulated) with no matters arising.

59. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

- 59.1** Reporting on the work of the Wick Information Centre, Councillor Squires welcomed the appointment of a new vicar in Wick. The annual Wick Barn Dance and “Wickmas” events were coming up and he urged Members to support these events.

- 59.2** Drawing Council’s attention to the loss of a further tree on the High Street outside Peacocks, Councillor Belchamber asked what could be done to prevent the loss of trees in this area. The Clerk stated that he would raise this issue at the next Traders meeting.

60. MASTERPLAN – NORTH LITTLEHAMPTON

- 60.1** The Town Clerk reported that the Steering Group would be meeting shortly and would receive an update on progress with the two Deeds of Variation to the S106 Agreement for the North Littlehampton development. In view of the highways issues, the Deed of Variation relating to this aspect of the agreements would be a priority. He also highlighted proposals for a further small development on nursery land in this part of Littlehampton and explained that the land was not part of the “Greencore” site.

- 60.2** Councillor Dr Walsh KtS.J stated that the ongoing road safety issues in Toddington and Mill Lane had been reported at the recent JEAAC Highways Committee meeting. Observing that the site of this newly proposed development would be accessed from Toddington Lane, Members considered this could exacerbate the highways issues in the area. The need for Ward

Members and others to carefully consider this planning application was highlighted and it was **RESOLVED** that:

The update be noted.

61. EXEMPT BUSINESS

There was none.

The meeting closed at 6.55pm.

TOWN MAYOR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council

Date: 26th January 2017

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

Subject: Full Council Budget 2017/18 & Projected Budgets for 2018/19 and 2019/20.

1. Summary

- 1.1 Attached as Appendix 1, for the Council's consideration, is a summary of the proposed Full Council budget for 2017/18 & Projected Budgets for 2018/19 and 2019/20.
- 1.2 Also attached as Appendices 2 (a) and (b), for the Council's information, are summaries of the Growth Areas in the budget (£1,000 or above) and the Reductions in budget (£1,000 or more).

2. Recommendation

The Council is **RECOMMENDED** to

- (1) Approve the addition of an additional £500 per year to be put in EMRs for a replacement server.
- (2) Approve the addition of £450 per year to meet increased costs from Microsoft Licences and £100 per year for increased costs from Sage.
- (3) Approve the budget for 2017/18 setting a Precept of £1,078,470.
- (4) Note the projected budgets for 2018/19 and 2019/20.

3. Background

- 3.1 The budget that is presented has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council.
- 3.2 The Policy and Finance Committee has considered the Full Council Budget for 2017/18 & Projected Budgets for 2018/19 and 2019/20 and recommends that these are presented to Council for approval.
- 3.3 The proposed Precept for 2017/18 is £1,078,470. The overall effect of all projected income and expenditure for 2017/18 is a **1% / £1.15 per annum** increase on Band D Council Tax. The proposed Band D Council Tax is £115.72 per annum, compared with £114.57 (1%) in 2016/17.

- 3.4 Band D Council tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the Band D base has been given as 9,320 compared to 8,857 in 2016/17. This produces an increase in precept of £53,046 for 2017/18 for the equivalent amount of Band D Tax.
- 3.5 All known expenditure has been budgeted for. Earmarked Reserves (EMR) have been reviewed and if expenditure is to be funded from an EMR then it has been deducted from the total expenditure before calculating the Precept. The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs. The budget has been set to take £8,476 from EMR (£2,000 – 2016/17, £23,510 – 2015/16). As at 1st January 2017, there was £2,176,146.65 in Earmarked Reserves, £265,296 of this is set aside to use for capital projects and £1,611,850.48 is from the sale of land North Littlehampton, which must also be used for capital expenditure.
- 3.6 Where EMRs exist for specific budgets, the relevant budgets have been kept to a minimum, with no contingency and should additional funds be required this can be met from EMRs. This approach was agreed by the Council when agreeing the budget in 2016/17. Emphasis has been put on maintaining budgets where needed, planning for developments and projected building maintenance costs and taking into consideration the balance of EMR.
- 3.6 As at 31st March 2016 the General Reserve stood at £666,975. (£565,673 – 2015). The budget has been set to return £5,063 to General Reserves.
- 3.7 Information has been received that Town and Parish Council Precepts or Band D increases will not be capped by the Government, in previous years this has not been known until March.
- 4 Localisation of Council Tax Support
- 4.1 The grant of £147,165 received in 2014/15 to offset the effect of the Localisation of Council Tax support has been reduced by 1/3 per year to £98,110 in 2015/16, £49,055 in 2016/17 and Nil in 2017/18. With this in mind the Precept was calculated in 2014/15 and 2015/16 to allow the Council to 'grow out' of the shortfall in income as quickly as possible. The Band D was increased by 3% in both years to allow for a potential reduction to a 1% increase in 2016/17 & 2017/18. This has been achieved and it is therefore recommended to set a Precept which will increase the Band D Council tax by 1% in 2017/18.
5. IT
- 5.1 Since the budget discussions, it has been identified that the Town Council's server will be five years old in October 2017 and a replacement is strongly recommended. It is therefore recommended to add an additional £500 per year to build up reserves for a replacement server from 2017/18. This has been incorporated in Appendix 1.
- 5.2 It has also been identified that Microsoft Office are increasing their licence subscriptions by 22%. It is therefore recommended that an additional £450 is added to the IT budget. There is also an increase in Sage costs and it is

recommended to add an additional £100 to the IT budget. This has been incorporated in Appendix 1.

6. Amenity Team Vehicles

- 6.1 Recent issues with the "A" Team tractor had highlighted the need to have sufficient funds to replace heavy duty equipment and vehicles. It was therefore proposed that a further £3,000 per year be added to the budget to build up reserves for this purpose. This has been incorporated in Appendix 1.

7. Payment Approval

- 7.1 In line with Financial Regulations and Standing Orders all Invoices will be authorised by the Deputy Town Clerk and Responsible Financial Officer, Town Clerk or Assistant Town Clerk and all cheques and direct debit mandates for payment will be signed by 2 authorised Member signatories.

Peter Herbert
Town Clerk

Laura Chrysostomou
**Deputy Town Clerk and
Responsible Financial Officer**

LITTLEHAMPTON TOWN COUNCIL

DRAFT SUMMARY BUDGETED EXPENDITURE

SERVICES	Budget 2016/17 £	Budget 2017/18 £	Projected Budget 2018/19 £	Projected Budget 2019/20 £
Central Admin & Support Services (Recharged)	-	-	-	-
Democratic Representation & Management	169,015	181,275	183,805	177,455
Town Centre Management	63,790	64,195	64,522	65,890
Community Grants & Partnership Initiatives	58,550	60,650	61,665	61,710
Amenity Team (Recharged)	-	-	-	-
Planning Initiatives	15,455	42,950	43,075	39,210
Manor House Room Hire	33,775	33,730	36,493	35,499
Corporate Management	110,830	105,265	107,650	97,880
Manor House (Recharged)	9,790	9,140	8,490	-
Street Lighting	1,150	1,207	1,290	1,315
Community	161,825	178,181	176,803	171,945
Southfields Jubilee Centre	48,850	52,563	52,261	52,112
Parks & Open Spaces	67,725	69,181	70,070	72,750
Project 82	80,560	82,608	83,431	84,315
Museum	151,630	161,430	165,445	155,790
Allotments	38,975	39,508	40,049	40,400
TOTAL NET EXPENDITURE	1,011,920	1,081,883	1,095,048	1,056,271
Funded from EMR				
Tree Planting	(1,500)	(1,500)	-	-
	-	-	-	-
Ferry - Pontoon	-	(1,976)	-	-
CDO Museum	-	(5,000)	(5,000)	-
Funded from General Reserves				
Funding Required	1,009,920	1,073,407	1,090,048	1,056,271
Other Funding (from) / to balances	53,881	5,063	(793)	43,876
Grant receivable	(49,055)	-	-	-
DRAFT PRECEPT FOR YEAR	1,014,746	1,078,470	1,089,255	1,100,148
BAND D COUNCIL TAX	114.57	115.72	116.87	118.04
INCREASE IN BAND D COUNCIL TAX	1.00%	1.00%	1.00%	1.00%
Additional Information				
	£	£		
General Fund 01/04/2016 - £40,000 MH	666,975	626,975		
Earmarked Reserves 01/04/16	677,486			
Earmarked Reserves 01/12/16		2,176,147		
Total useable Reserves	£1,344,461	£2,803,122		

Growth areas (Over £1,000)

Budget	2016/17	2017/18	Reason
IT	13,000	17,180	£3,000 added for implementing new LTC website hosted by LTC rather than Arun. Additional £450 as Microsoft Licences increased by 22%. Additional £500 per annum to be set aside in EMR to replace server (required every 5 years and due in October 2017). Additional £100 for Sage increase of 10%
Election Expenses	6,000	9,000	Increased costs of election expenses based on 2015 elections and no EMR
Youth Mayor	-	1,000	Create a budget for a Youth Mayor
General Grants	16,000	17,000	Additional £1,000 for general grants.
Arts Forum	-	2,000	additional £2,000 for Arts Forum as agreed by CRC
Rates Lineside	7,300	9,900	Increase in draft valuation rates
A Team IT and Internet	250	5,280	Additional £5000 for implementing and running new IT system
A Team Vehicles	5,000	8,000	Additional £3,000 to build up reserves for vehicle replacement including Tractor.
Bus Service	£8,000	£31,000	Additional £23,000 for new bus service
Newsletter	£13,500	£14,600	Increase in production numbers and delivery due to increase in residents
Community Events (excluding 'New Event')	£41,900	£44,400	Additional £400 to cover costs of Remembrance Sunday; +£1400 as there are two Easters in this financial year; +£1,000 to produce event guide twice a year. Less £300 for Beacon lighting
Town Branding and Marketing	£0	£5,000	£5,000 moved from 'New Events' budget to new Town Branding and Marketing budget. It is anticipated that the underspend (c.£10,000) in the 2016/17 Town Centre Initiatives budget will be earmarked for improved gateways.
Christmans Illuminations	£20,000	£22,000	As agreed in 2016/17 additional £2,000 to cover costs of illuminations
Southfields Building Maintenance	£1,500	£5,000	Additional £3,500 to build up reserves for maintenance and possible further roof works.
Extension of Collection Deposit Officer (part time)	£9,267	£19,879	Additional £10,612 - £5,000 to be covered from CRC Initiatives EMR and £3,000 to be met from CRC Initiatives budget. The remainder to be met from salaries budget.
Salaries - Corporate Management, Community, Democratic Representation & Town Centre Management	-	17,643	To support communications, marketing and branding and deliver extensive pan-Littlehampton marketing thereby freeing up staff resource in the Events Team to deliver Events Forum, Arts Forum and additional events and joined-up working on events with the community. Includes 18.5 hour part time (Grade SO2) Fixed Term for 2 years.
Salaries - Administration and Support across the Council	-	2,420	To address anticipated reception and admin costs that could arise from the review of the Admin re-organisation.
Salaries - Planning	-	3,708	Adjusted apportionment to better reflect duties, the Major Capital Projects Manager working on neighbourhood planning
Total	£141,717	£235,010	

Budget reductions (over £1,000)

Budget	2016/17	2017/18	Reason
Town Centre Initiatives	10,000	7,000	Reduced in 2017/18 and 2018/19 because of healthy EMR
Grants	28,000	27,000	Carnival Association have folded (£3,000). Additional funds have been allocated to two other SFAs resulting in an overall reduction of £1000.
Legal Fees	2,000	1,000	EMR has been built up to a good level.
Manor House Maintenance	10,000	9,000	EMR has been built up to a good level.
CRC Initiatives	10,000	7,000	£3000 moved to Museum Salaries to fund part time CDO post.
Community Events - New Event	15,000	10,000	£5,000 moved to new Town Branding and Marketing budget.
Rosemead Play Equipment	12,000	10,000	Reduction as EMR are healthy and there will be S106 money due
Total	£87,000	£71,000	

Littlehampton Town Council: Committee Meetings 2017

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			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12*	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16*	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23*	24	25	26	27	28	29								27	28	29	30	31			24	25	26	27	28	29	30
30	31																										

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	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13*	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														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	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

Full Council 6.30pm
Planning & Transportation 6.30pm
Allotments 6.30pm
Property & Personnel 6.30pm

Community Resources 6.30pm
Policy and Finance 6.30pm
Annual Town Meeting 6.00pm

Governance & Audit 6.30pm
Progress Editorial Board Varying Times
Reserved Dates

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

APPROVED BY FULL COUNCIL 28TH JANUARY 2016

Littlehampton Town Council: Committee Meetings 2018

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	4							1
8	9*	10	11*	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15*	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	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	6						1	2	3								1		1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19*	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														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	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						
Full Council 6.30pm							Community Resources 6.30pm							Governance & Audit 6.30pm							Progress Editorial Board Varying Times						
Planning & Transportation 6.30pm							Policy and Finance 6.30pm							Reserved Dates													
Allotments 6.30pm							Annual Town Meeting 6.00pm																				
Property & Personnel 6.30pm																											

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

PROPOSED COMMITTEE CALENDAR 2018 - FOR APPROVAL BY FULL COUNCIL ON 26TH JANUARY 2017