



LITTLEHAMPTON Town Council

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8 March 2011

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 17 MARCH 2011** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2010/2011

1. EVACUATION PROCEDURES

2. MOBILE PHONES

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

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of 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 personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) 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 27 January 2011, 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**

9. **SUSSEX POLICE** – Chief Inspector Derrick is attending the meeting to explain the proposed changes to the Police locally and to answer Members' questions.

10. **OFFICERS REPORTS**

10.1 **Town Council Elections 2011: Poll Cards** – report herewith

10.2 **Freedom of the Town – 30 Commando** – oral report by the Town Clerk

10.3 **Flags** – report attached

10.4 **Annual Report** – a draft of the summary/preamble is attached for approval

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

11.1 **Recommendations from Committees** – report herewith

The report brings together the Recommendations from Committees that need approval by Council.

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

11.2.1 **Policy and Finance**

To receive the Minutes of the meeting held on **28 February 2011** – circulated herewith - at which the following items were discussed;

Minutes -

(51.1) Sussex Police

(51.2) Standing Orders and Financial Regulations

(53.1) New Homes Bonus – Final Scheme Design

(53.2) Service Redesign for Quality in West Sussex – Our Proposals for Better Care

(53.3) The Localism Bill

(53.4) Sustainable Communities Act 2007 (Amendment) Act 2010

(53.5) A Community Right to Challenge and A Community Right to Buy – Assets of Community Value

(53.6) Mayoral Chain and Jewel

(53.7) Mayor's Induction Manual

(54.1) Finance Report 2010/11

(54.2) Revision of Accounts and Audit Regulations 2003

(54.3) Annual Investment Strategy 2011/12

(55.) Masterplan – North Littlehampton

(57.) Bad Debt

11.2.2 **Community Resources**

To receive the Minutes of the meeting held on **17 February 2011** – circulated herewith - at which the following items were discussed;

Minutes -

- (60.1) Project 82 Periodic Report
- (60.2) Museum Periodic Report
- (60.3) Community Resources Periodic Report
- (60.4) Tourism
- (60.5) 2011 Events
- (60.6) Dairy Community Centre and Project 82 Room Hire Charges
- (60.7) Christmas Illuminations Switch On
- (60.8) Ferry
- (61.1) Budget Report 2010/11
- (62.) Masterplan – North Littlehampton
- (64.) Southfields Community Centre

11.2.3.1 Planning and Transportation

To receive the Minutes of the meeting held on **7 February 2011** – circulated herewith - at which the following items were discussed;

Minutes –

- (102.1) Application for Street Trading consent
- (102.2) Interim Policy Statement (IPS) for Railway Wharf, Littlehampton
- (105.1) Planning Applications – Lists 3, 4 and 5
- (105.2) Cycling on the Promenade
- (105.3) Christmas 2010 Bus Service Report
- (106.) Highways and Transport Forward Programme for 2011/12 and 2012/13
- 107.1) Application for Development at Courtwick Lane

11.2.3.2 Planning and Transportation

To receive the Minutes of the meeting held on **7 March 2011** – circulated herewith - at which the following items were discussed;

Minutes –

- (114.1) Traffic Regulation Orders
- (117.1) Planning Application LU/355/10 for development at Courtwick Lane
- (117.2) Planning Applications – Lists 6, 7, 8 and 9
- (117.3) Clymping Gap Partnership
- (117.4) No 12 Bus Figures
- (118.1) Connaught Junior School – application for the erection of a purpose-built canopy

11.2.4 Property and Personnel

To receive the Minutes of the meeting held on **14 February 2011** – circulated herewith - at which the following items were discussed;

Minutes -

- (44.) Hand Rotovator
- (44.2) Mrs Debbie Gregory
- (45.1) Staff Sickness
- (45.2) Manor House Room Hire Charges
- (45.3) Pensions Newsletter
- (45.4) Human Resources Policies
- (45.5) Equipment Hire Policy
- (46.1) Budget 2010/11
- (47.) Masterplan – North Littlehampton

11.2.5 Performance and Publicity Overview

To receive the Minutes of the meeting held on **15 February 2011** – circulated herewith - at which the following items were discussed;

Minutes -

(28.1) Third Quarter Performance Indicator Report

(28.2) Town Notice Boards

(28.3) Website and Branding of the Town Council

(28.4) Annual Report

(29.1) Budget Report 2010/11

(30.) Masterplan – North Littlehampton

(32.) Progress Newsletter Review

12. 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.

13. MASTERPLAN – NORTH LITTLEHAMPTON

14. 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.

15. PROPERTY AND PERSONNEL: 14th February 2011 – report herewith for Council Members only

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential:

Committee: Council

Date: 17th March 2011

Report by: The Town Clerk

Subject: Town Council Elections 2011 – Poll Cards

1. Summary and Background

- 1.1 At the last meeting of Council, The Clerk circulated a copy of a letter from Arun District Council regarding the 2011 Elections and the way forward. The Election in May would cover both the District and Town Council elections, plus a Referendum. It was noted that if a Referendum went ahead, current guidance was that the poll cards would only detail the District Election and the Referendum. As a result, the Town Council might need separate poll cards to be sent out, duplicating the work. This was being investigated, but could cost approximately £600. There was also a slight difference in the electoral ward boundary for Brookfield Ward between Arun District and Littlehampton Town Council. Members felt that it was essential to issue Poll cards for the Town Council election to clarify both the boundary and the Election. Council resolved to inform the District Council that the Town Council would want poll cards to be issued and to include a short article in Progress.
- 1.2 The Town Clerk has now heard from the District Council that:

“As previously advised, we have been trying to find a remedy to avoid the need for a separate parish poll card, as this could not be combined with the Referendum and District election poll card. In response to guidance issued, we have been able to include wording on the reverse of the Referendum /District poll card to advise that if a parish election is also held, then the elector will be issued with a further ballot paper.”

- 1.3 The Clerk consulted the Mayor, Deputy Mayor and Chair and Vice-Chair of Policy and Finance Committee, who wished to proceed with the additional Town Council poll cards. However the Town Clerk has since been advised that :

“... to clarify the costs involved to you as these will be higher than previously advised because we are printing a separate poll card and delivery will now need to be by post rather than the canvasser as it is too late for us to change the plans we have put in place for the Referendum/District poll card.

The indicative cost for printing and delivery is therefore £5758.” This sum could be more than this.

1.4 Should Members wish to proceed with this, there is no budget to meet this and therefore a Supplementary Estimate of £6,000 would be required. The Town Clerk does not recommend this way forward as it does not represent value for money and residents will receive information from the District Council already.

2. Recommendations

Council is RECOMMENDED to

- (1) Not proceed with the commissioning of an independent set of poll cards for the Town Council elections, but
- (2) If it is decided to do so, to approve a Supplementary Estimate of £6,000 to meet the costs.

3. Financial Implications

See paragraph 1.4 above.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council
Date: 17th March 2011
Report by: The Town Clerk
Subject: Flags

1. Summary and Background

- 1.1 The report seeks to clearly identify when flags should be flown from the Town Council's two flag poles. The principal flag pole is that located on the building, with the secondary pole being that adjacent to the Manor House Car Park. Attached as Appendix 1 to the report is a list of those occasions on which the Council raise a flag. Attached as Appendix 2 is a list of all the occasions when a flag could be raised.
- 1.2 At Council on 24th January 2008 it was agreed to raise a flag on the Manor House building and on the secondary flag pole adjacent to the Manor House Car Park as Appendix 1.
- 1.3 Appendix 2 lists all the occasions when the flags could be raised from Public Buildings.
- 1.4 On some occasions, when these events fall on a weekend, the flag will fly for several days to avoid the 2 hours call-out (twice) for the 'A' Team. However the steer from the Department for Culture Media and Sport is when flying the Union Flag it should only be flown from 8:00 a.m. until sunset.
- 1.5 The Policy and Finance Committee recommends that the list as set out in Appendix 2 be adopted.

2. Recommendations

Council is RECOMMENDED to:

Agree that it is appropriate to raise flags at the Manor House as set out in Appendix 2.

3 Financial Implications

1. The cost of the United Nations and Royal British Legion flags would be required at an approximate cost of £200 each. This can be met from the Manor House budget.
2. This could cost the Town Council £60.00 per Union Flag flying day each time it falls on a weekend.

Peter Herbert
Town Clerk

**LITTLEHAMPTON TOWN COUNCIL
GUIDELINES ON FLAGS**

1. When to fly flags

Proposed on the following dates:-

1.1 February 6

- ✓ Her Majesty's Accession - Union Flag

February 19

Birthday of the Duke of York - Union Flag

March 10

Birthday of the Prince Edward - Union Flag

- ✓ **April 21**

Birthday of Her Majesty the Queen - Union Flag

- ✓ **April 23**

St George's Day - Flag of England

May 9

Europe Day – European Flag

- ✓ **June 2**

Coronation Day - Union Flag

June 10

Birthday of the Duke of Edinburgh - Union Flag

- ✓ **June 11**

Queen's Official Birthday – Union Flag

- ✓ **June 16**

Sussex Day – Sussex Flag

- ✓ **June 27**

Veterans' Day – Union Flag

August 15

Birthday of the Princess Royal (Princess Anne) - Union Flag

October 24

United Nations Day - UN Flag

November 6 (until 11 November)

Royal British Legion Flag

- ✓ **November 11**

Armistice Day – Union Flag

- ✓ **November (closest Sunday to 11/11)**

Remembrance Sunday – Union Flag

November 14

Birthday of the Prince of Wales – Union Flag

November 20

Her Majesty's Wedding Day - Union Flag

1.2 Civic Service: Progress Flag at the Manor House.

1.3 At other times when authorised by the Town Mayor.

1.4 Council Meetings and Town Meeting – Progress Flag

1.5 Visits to the Manor House from our Twin Towns: Progress Flag

2. Half Mast

2.1 There are also occasions when the Union Flag should be flown at half mast.

- a) From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up, from 8 a.m. to sunset.
- b) The funerals of Members of the Royal Family, subject to special commands from Her Majesty in each case.
- c) The funerals of Foreign Rulers, subject to special commands from Her Majesty in each case.
- d) The funerals of Prime Ministers and Ex Prime Ministers of Great Britain.
- e) Other occasions, by special command of Her Majesty.

**LITTLEHAMPTON TOWN COUNCIL
GUIDELINES ON FLAGS**

1. When to fly flags

1.1 Proposed on the following dates:-

20 January	Birthday of The Countess of Wessex – Union Flag
6 February	Her Majesty's Accession – Union Flag
19 February	Birthday of The Duke of York – Union Flag
10 March	Birthday of The Earl of Wessex – Union Flag
14 March	Commonwealth Day (second Monday in March) – Union Flag
21 April	Birthday of Her Majesty The Queen – Union Flag
23 April	St George's Day – Flag of England
9 May	Europe Day - European Flag The Union Flag should fly alongside the European Flag. On UK Government buildings that have only one flagpole, the Union Flag should take precedence.
2 June	Coronation Day – Union Flag
10 June	Birthday of The Duke of Edinburgh – Union Flag
11 June	Official Celebration of Her Majesty's Birthday – Union Flag
16 June	Sussex Day – Sussex Flag
27 June	Veterans' Day – Union Flag
17 July	Birthday of The Duchess of Cornwall – Union Flag
15 August	Birthday of The Princess Royal – Union Flag
24 October	United Nations Day – UN Flag
6 November (until 11 Nov)	Royal British Legion Flag
11 November	Armistice Day – Union Flag
Second Sunday in November	Remembrance Sunday – Union Flag
14 November	Birthday of The Prince of Wales – Union Flag
20 November	Her Majesty's Wedding Day – Union Flag

1.2 Civic Service: Progress Flag at the Manor House.

1.3 At other times when authorised by the Town Mayor.

1.4 Council Meetings and Town Meeting – Progress Flag

1.5 Visits to the Manor House from our Twin Towns: Progress Flag

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 - b) The funerals of Members of the Royal Family, subject to special commands from Her Majesty in each case.
 - c) The funerals of Foreign Rulers, subject to special commands from Her Majesty in each case.
 - d) The funerals of Prime Ministers and Ex Prime Ministers of Great Britain.
 - e) Other occasions, by special command of Her Majesty.
- 3.** Those wishing to fly the Union Flag on the designated fixed flag flying days should only fly it from 8am until sunset.



ANNUAL REPORT

2010/11

LITTLEHAMPTON TOWN COUNCIL ANNUAL REPORT 2010/11

1. Introduction


Littlehampton Town Council is the parish authority for the town of Littlehampton, incorporating Wick and Toddington, with a population of approximately 27,000 people.

The Town Council is proud to have again received accreditation as a Quality Council. This reflects its professional leadership, management and delivery of services.

These include (in some cases in partnership):-

- Tourism (shared with Arun District Council)
- Events
- Community Arts
- Community Grants
- Mayoralty
- Allotments
- Dairy Community Centre
- Progress Newsletter
- Notice Boards
- Disc Car Parking Scheme
- Public Conveniences
- Christmas Lights
- Planters & Gateways
- Bus Shelter
- Trader Liaison
- Street Scene/Graffiti/Fly posting
- Sport
- Museum
- Community Liaison
- Website
- Amenity Team
- Youth/Project 82
- War Memorial
- Town Centre Roundabouts
- Street Furniture (Town Centre)
- Street Lighting (Town Council Lights)
- Rosemead Open Space & Play area
- Tree Planting Scheme
- Town Market

However, in addition to delivering services, the Town Council is also an advocate for the Town with other bodies and will lobby wherever possible to improve the Town. We continue to have active partnerships with the District and County Councils as well as other agencies and groups. We have many representatives on outside bodies, reflecting our commitment to the continued well-being of the community and voluntary sectors.

 The staffing structure as at 31st March 2011 is attached as Appendix 1 to this report.

The Council consists of fifteen Members, of whom six are Conservative, five Liberal Democrats, three Labour and one is Independent. They represent the five wards with elections being held every four years. The next will be held in May of this year. The Town Mayor is also the Chair of the Council and the Deputy Town Mayor is Mayor Elect. They are both selected from and by Members of the Council.

We hold regular meetings to discuss and determine Policy and Strategy. The Full

Council meets approximately every eight weeks and is serviced by five standing Committees, namely:-

- Community Resources
- Performance and Publicity Overview
- Planning and Transportation
- Policy and Finance
- Property and Personnel

The Council has an Audit Committee, which looks at internal audit. It also has a range of Working Parties and advisory groups, including the Sports Forum, Allotments Working Group and the Progress Editorial Board, which oversees the Town Council's quarterly newsletter. Set out as Appendices 2 and 3 respectively are the list of Councillors and Committee Structure for 2010/11. Appendix 4 sets out the membership of Committees as at 31 March 2011.

The Town Council's Mission Statement, Principal Aims and Beliefs and Values are set out in Appendix 5. The Performance Indicators for 2010/11 can be found in Appendix 6 and closely link to the specific policies of the Council.

The Council continues to monitor its budget very closely. Each Committee regularly receives budget monitoring reports throughout the year and the budget is put together following consultation with group leaders, Committee Chairs and Vice-Chairs before being considered by each service Committee. The Policy and Finance Committee then consider both their own budget and the Full Council budget prior to this being agreed in January of each year. A budget summary for 2010/11 is attached as Appendix 7 and the Annual Governance Statement for the year ended 31st March 2010 is attached as Appendix 8.

Set out in the subsequent papers are the reports of the Town Mayor and the Chairs of Committees for 2010/11.

Peter Herbert
Town Clerk

Town Mayor's Report 2010/11

I am drafting this report, with the spring sunshine lighting up my lounge. Outside, the blackbirds are chirruping away and crocuses are swaying in the breeze. Strains of Louis Armstrong flow through my mind, but is it really such a wonderful world?

The troubles in North Africa, our economic predicament and even the pot holes in our roads can soon bring you down to earth. However, I think that it is important from time to time to focus on the good things. So often these can be overlooked. This obviously starts with family and friends, but in our wonderful town most certainly extends to the community of Littlehampton.

We can as a Town stand tall; and wonder at the fortune that has led to us being located on the coast; alongside a river and next to the beautiful South Downs. Littlehampton is a fantastic place to live, even though too often we are almost blind to these natural advantages.

However, throughout my Mayoral year it has been shown to me time and time again that our greatest strength is ourselves. Littlehampton is a strong and vibrant community. It is the job of the Town Council and the Town Mayor to reflect and also to propagate this. It has been my privilege to work alongside fourteen other town councillors who have my passion for the Town. This is shared by colleagues on the District and County Councils and most importantly by those striving and delivering on voluntary and community groups throughout the Town.

Only this month, I was delighted to be invited to meet HRH the Princess Royal at the Save the Children charity shop in Surrey Street. She was visiting to thank the volunteers for their dedicated work. This exemplifies the work of so many within the community. Many other groups have also delivered spectacularly and sadly I do not have the space to list them all. However, my thanks go out to each and every person who has gone that extra mile in the Town this year.

Anyone who doubts what we can do need look no further than our fantastic Gold award in South and South East and Bloom. This is what working together is all about with traders, volunteers and the public sector combining to achieve something that many thought impossible: Superb!

We have had many terrific events in the Town over the last few months. The Bonfire and Carnival were as good, if not better, than ever. Congratulations to everyone involved. These events keep our profile high and are the envy of many. Similarly the Pancake Olympics and Town Show and Family Fun Day were again tremendous examples of the community spirit in the Town. My particular favourite this year has to be the Red Devils on seafront on Armed Forces Day. It was the highlight of a wonderful day when we were able to celebrate the commitment of our armed forces.

There is one black cloud that I cannot let pass. This is the lack of progress towards delivering our long-promised replacement hospital. We shall continue to push on the promises that have been made over so many years. However, it is pleasing that we are so close to delivering on a ferry and that the East Bank flood protection scheme is likely to advance shortly. These are positive steps forward for the Town, as will be improved community facilities.

Whilst these are difficult times for us all, I am delighted that the Town Council is working with the community to continue to improve the Town. The "Visit Littlehampton" website will significantly assist the tourism economy and we shall continue to work with the retail sector to attract people to our shops. We also have an important role in the emerging Big Society/ Localism agenda. After all, this is the Council's strength and something that we have been doing for many years.

I have been staggered by the support given to me from across the Town for my Mayoral Charity. I chose Breakthrough Breast Cancer and have raised almost £10,000 at the time of writing. Thank you to everyone who contributed or assisted in this. I am sure we will make a difference.

I would like to thank everyone in the Town for being so kind and friendly to me during my year in office. It has been a tremendous privilege to hold this position for such a great Town.

Cllr Mrs Joyce Bowyer
Town Mayor 2010/11



COMMUNITY RESOURCES by Cllr Dr James Walsh

The Community Resources Committee has oversight of most of the Town Council's services. We have a wide-ranging portfolio that include, amongst other things allotments; youth services; tourism and events; grants; the museum and community centres. All these directly impact on residents' quality of life. It has been another busy year for the Committee and below are some of the most important developments.

Littlehampton Museum

Following the revamp of the Museum in January 2010, the refreshed displays and new interactive facilities have been very well received by both new and repeat visitors and especially the young. The Museum completed the community project entitled "Littlehampton's Lobsters", with a final display at the Museum and a "Twitter" website page to gather views and comments. An online "catalogue" of the project is now available.

The Museum has continued to offer a range of exciting and thought-provoking displays and exhibitions throughout the year. These have been highly popular with visitors and exhibitors alike. We are currently examining the development of a Museum-specific website.

Parks and Gardens

We have been pleased to continue to support the Town's South and South East In Bloom Committee and are delighted and proud that Littlehampton was awarded GOLD in 2010. It has also been pleasing to continue to support local groups and organisations to improve the attractiveness of the town through small "in bloom" grants. We have also continued to invest heavily in high-quality floral displays in the High Street and have planted a further 50 trees this year as the second year of a five-year tree planting programme across the town. The Town Council is responsible for the town centre roundabouts and the Manor House grounds, which have been maintained to a very high standard throughout the year.

Project 82/Youth

Project 82 has continued to provide a vital service for young people in the Town, now opening four nights per week with one afternoon drop in session. The young people successfully bid for new music equipment, further enhancing their music room, and have established an upstairs "Chill out" room, decorated by the young people themselves.

We continue to support the Keystone Centre in Eldon Way. A major review of the youth service is being undertaken by the County Council and significant cuts are likely. This is likely to be through a reconfiguration of the way that they deliver this service, with a move away from universal provision to more targeted work. We will need to work closely with the County Council on this to ensure that high quality youth provisions are retained.

Allotments

Demand has continued to be high for allotments, reflecting the upturn in interest in this activity nationally. New terms and conditions for plot holders have been

introduced, with a tougher stance being taken on uncultivated and un-worked plots. The making available of smaller plot sizes has been well received and this combination of approaches has reduced the waiting list.

The Council has agreed the release of a section of allotment land for access to the proposed North Littlehampton development with a bridge over the railway to carry the A284 into and out of the Town. This is seen as an important step forward for the Town, with access being a major infrastructure deficit. All the plot holders affected by this decision have been or are in the process of moving to alternative allotment plots of their choice.

Christmas Lights

Building on the success of the sparkling "winter wonderland" of 2009, the Town Council once again provided a dazzling display of Christmas lights in 2010/11. The switch-on event saw Peter Pan (Leon from Eastenders) being mobbed by fans in the Town. It is great to then see him go on to compete so well in Dancing on Ice. The event itself attracted record numbers of shoppers to the High Street, with puppet shows, Carol singers, a very popular horse and cart ride and the wonderful snow machines creating a festive atmosphere. It was fantastic that the traders have continued to join in the spirit of the event, with outdoor stalls providing hot soup and drinks and a variety of food.

Events

We have continued to provide a wide variety of events to supplement those organised by the community, such as the Bonfire and the Carnival. Our events ranged from the fantastic Pancake Olympics in the High Street to the annual Town Show & Family Fun Day at Rosemead, where thousands again attended. No matter the size of the event the involvement and support from the local community including businesses has been the key to their success. We know when an event has been a success when members of the community ask to be involved in future events and of course when the attendance is high as was the case when the Red Devils dropped in on Armed Forces Day in June.

Tourism

We are committed to boosting tourism as we understand the importance of visitors in the area. In the last year we have supplemented the offer to visitors in a number of ways including making three free-to-use barbecue units on the seafront a permanent fixture. Events are a key feature of our work in this area and the Folk & Roots Festival has continued to grow. For the first time in 2010 it included an Art Trail that saw many of the town's shops and restaurants becoming galleries exhibiting pieces from local artists. We have continued to produce the visitor guide and have taken steps to promote the Town through social media. We are also actively progressing a "Visit Littlehampton" website.

Grants

The Council supports many local groups through the provision of annual funding as well as one-off grants. Some of the key organisations that benefit from the grants include the Bonfire Society, Wick Information Centre and the Carnival. In 2010 there were a record number of applications, many of which were first time applicants. Whilst it is not possible to fund every request the funding is a key role for the Town

Council as we believe that we are best placed to identify local needs, particularly in the current economic conditions.

Sports and the Arts

For Sport, we fund and support the Littlehampton Sports Forum which has representatives from over 20 sports clubs and meets regularly to discuss ways of engaging with the community and with each other too. The Forum is also responsible for the annual Sports Awards which is when local sportspeople and those working behind the scenes are recognised for their contribution to sport locally. The Forum also gives grant funding to those who are excelling at their sport and need financial assistance to progress further. The Arts have featured in variety of ways throughout the year from music and exhibitions during the Folk & Roots Festival and the Town Show & Family Fun Day to children's sessions during school holidays.

Community Centres

Together with our colleagues on the Property and Personnel Committee, we have been working to build a new Community Centre on the Southfield Recreation Ground. This is in partnership with the District Council, who are looking to improve their changing room facilities on the same site. We are also looking at the options available to us to replace the somewhat tired Dairy Community Centre in the town centre.

The Ferry

At the time of writing we are hopeful that we may have a trial ferry service in place this summer. Let's keep our fingers crossed!

Cllr Dr James Walsh

Chair

Community Resources Committee 2010/11

PERFORMANCE AND PUBLICITY OVERVIEW by Cllr Mike Northeast

My colleagues and I on the Performance and Publicity Overview Committee are pleased to report on our work of the last year.

Publicity: Newsletter

The Progress newsletter continues to be a popular and eye-catching way of getting information out to the public that we serve. It was pleasing that we again managed to produce four editions in the year, including the increasingly popular "a year in pictures" pictorial special which is included in the winter edition. The most recent edition has included a consultation on how we communicate with the public. This will strongly influence the way in which we do things in future.

Publicity: Website and Social Media

The website has now grown to incorporate more than 100 pages of information. We are keen to embrace new technologies and are delighted that changes to the Arun District Council website (on which we "piggy back"), particularly regarding content management, will be rolled out in 2011. The website has increasingly been used as a tool for consultation, with all major consultation events and proposals being publicised on the site.

The introduction of a Facebook page for the Town Council, with over 50 people "liking" us, means that we are able to send out information snippets and diary dates directly to individuals. This allows people to use their smart phones to find out what's on. We know that not everyone likes the technological approach, but feel that this will offer something new and upbeat, which will complement our traditional communication methods.

Publicity: Notice Boards

We have continued our plan to improve notice boards across the Town and will be installing a notice board at Rope Walk, on the West Bank, shortly. We are also actively investigating options for an electronic notice board in the High Street and whether we can install other ways of communicating in retail outlets.

Access To The Internet

Access to the internet is vitally important in the 21st century. The computer terminal at the Manor House in the reception area, has been well received and used by the public.

Press Coverage

We continue to receive wide coverage of our activities in the local press, and strive to ensure that the media are aware of the wide range of work and new initiatives undertaken by the Council.

Branding

We are looking to introduce a "universal" brand for all Town Council activities and communications. We will not be looking to spend any significant sums on this, but will replace existing signage and paperwork as when the opportunity arises.

Cllr Mike Northeast

Chair

Performance and Publicity Overview Committee 2010/11

PLANNING AND TRANSPORTATION by Cllr Nick Wiltshire

This Committee meets more frequently than others of the Town Council as it is a Statutory Consultee on all planning applications within the parish of Littlehampton. It has again achieved its' target of commenting on all planning applications within the given timescale.

The (Second) Big Freeze

And we all thought that the snow of 2009 was a one-off.... However, everyone seemed much better prepared for the snows that hit us in the winter of 2010. Although the snow did have an effect, clearance teams swung into action, with neighbours helping each other to clear pathways and drives. The Town Council worked with partners to ensure salting of those areas where it was most needed.

Pot-holes

The winter freeze has once again exacerbated the poor conditions of the roads throughout the Town. The Town Council acted swiftly once again, with Officers and Ward Councillors reporting pot-holes as and when they occurred. The Town Council continues to press for significant repairs, including resurfacing, to be made to some of the main transport arteries of the Town. Many of them are still in a shocking state of repair, detracting from the attractiveness of the Town and posing a significant potential danger to drivers and other road-users such as cyclists & motor-cyclists.

The No. 12 Bus

The No. 12 Bus, part-funded by the Town Council, continues to be a great success, with average passenger figures continuing to rise. During the Christmas break of 2010, the fall of Christmas and New Year on the weekends led to the Town Council funding additional services on the Bank Holidays. This allowed residents to travel around the Town and visit relatives and friends and was well used. Although Compass funded a Sunday service throughout December 2010, its' usage for this trial period was disappointingly low.

Major Housing Developments

The end of this Municipal Year has seen the submission of two planning applications for major housing developments. When deliberating on such applications we examine the extensive paperwork in great detail (and will continue to do so), taking more than one meeting, if necessary, to draw up our comments. We are not considering these applications on whether or not we support the principle of more housing. However, we will object where there are sound planning reasons so to do.

More housing is always going to be a thorny issue. The District Council have been consulting on how many houses are needed in the District in future years and the balance that needs to be drawn in view of the significant infrastructure deficit in the Town. We await the findings of that consultation with interest.

Cllr Nick Wiltshire

Chair

Planning and Transportation Committee 2010/11

POLICY AND FINANCE by Cllr Alan Gammon

In addition to an oversight of policy and the budget, this Committee has responsibilities for health, police and local authority liaison, economic regeneration and some strategic grant funding.

The Budget 2010/11 and 2011/12

As predicted when setting the budget for 2010/11, which included a zero increase in Band D Council Tax, we have managed to continue to deliver all of our key services. The Council has again agreed a zero increase for 2011/12. Whilst our local District and County Councils have also been able to agree a zero increase, they have been aided by an additional grant from the Government for achieving this. This has not been the case for the Town Council and therefore with inflation at c.4% this is a significant real terms cut. To deliver this we have re-organised further and, more importantly, reviewed every budget in detail, making savings wherever we can. By doing this we have retained all key services provided by the Council.

Economic Development / Regeneration

The Town Council's long-standing partnership with the District Council and town traders providing the 2-hour free disc parking scheme in most of the town centre car parks has continued this year. The Council has also improved and well-received Christmas lights and floral displays. It is this kind of joint working that has enabled Littlehampton to fight off the recession and, indeed, to attract new traders to the High Street. We have also worked with residents, traders and the District Council to ensure the smooth introduction of the transfer of on-street parking enforcement from the police. We are delighted that this has not led to the adverse publicity that has negatively impacted elsewhere in the County.

The Future

The Town Council will need to continue to monitor closely the continued squeeze on the public sector. Consideration will need to be given to whether the Town Council needs to assist in helping threatened services to continue and whether there is a case to take on devolved services, normally where the funding is also devolved..

We are disappointed that little progress seems to be being made regarding re-building the hospital. We will continue to press for action. We have also indicated that we will look favourably on supporting the District Council to deliver the East Bank flood prevention proposals, which are one of the biggest priorities facing the Town.

We shall also be continuing to monitor closely and assist with all elements of economic regeneration in Littlehampton wherever we can.

Cllr Alan Gammon

Chair

Policy and Finance Committee 2010/11

PROPERTY AND PERSONNEL by Cllr. David Britton

This Committee has a wide range of responsibilities including the oversight of the conditions of service for staff; Health and Safety; the Council's buildings, land and capital equipment; bus shelters; street lighting, where the lights are owned by the Town Council and the joint provision of public conveniences in Littlehampton with the District Council.

Staffing/Personnel

We have continued to review staffing throughout the year, both to recognise the tighter financial constraints on the public sector as a whole and also to ensure that the workforce is flexible enough to meet new demands. The principal changes in the year have been the introduction of an interim staffing structure at Project 82. This will allow the effects of the County Council's substantial review of its youth services to be known before we agree how we wish to deliver services ourselves for young people in the Town.. We very much hope that we will be able to enter a partnership with the County Council to take on board the strengths of both organisations and deliver an even better product in future years. We have also re-aligned our staffing resource at the Manor House to allow us to have a better focus on some of the major projects that are emerging across the Town. We believe that it is vital that the Town Council is actively fighting the corner of Littlehampton at the top table. This will greatly increase our chances of significant improvements.

We have also spent some time this year virtually completing our review of policies, thereby ensuring that we are compliant with all new relevant legislation. Staff turnover has been kept to a minimum, which reflect well on the leadership and management of the Council. We are delighted that sick leave continues to be significantly below national averages.

Significant savings have again been achieved in the personnel budgets, whilst not impacting on service delivery. It is very likely, at the time of writing that there will be a further reduction in our funding for street scene work (graffiti and fly posting removal) but we are very hopeful that we will be able to continue this vital service in the Town.

Property

The Manor House continues to be well-managed, although the economic downturn has continued to impact the income we generate from room hire. We are continuing to market the facilities and are well placed to benefit when things improve. Our principal focus is to provide facilities for local voluntary and community groups, which we continue to achieve. However, the Dairy Community Centre is in need of replacement or a significant upgrade. We are looking currently at options and hope to be able to consult on a way forward later in the year.

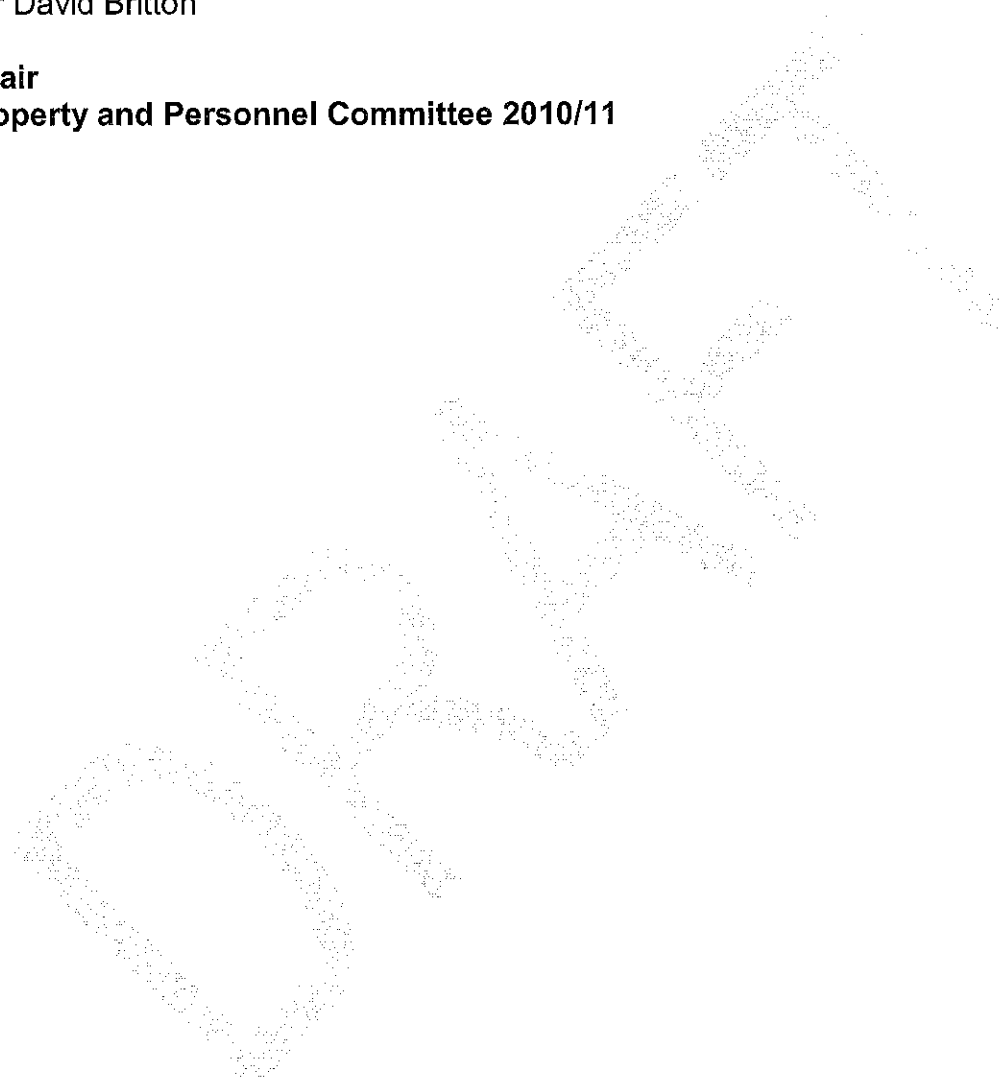
Of more immediacy, we are hoping that we will shortly be seeking planning permission and signing contracts for a new community centre on Southfields Road. This will be in partnership with the District Council who are looking to replace their inadequate changing facilities on Southfields Community Centre.

The Town Council owns and maintains 31 street lights in the Town. We have joined with the County Council in a contract that will see their replacement in the next couple of years.

The arrangement with the District Council to fund jointly the six public conveniences in the Town is continuing to work well and there have been very few complaints received about the cleaning contractor. We shall work with the District Council to improve these facilities over the next few years.

Cllr David Britton

**Chair
Property and Personnel Committee 2010/11**



LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council

Date: 17th March 2011

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. The item recommended to Council is:-

2. **Planning and Transportation Committees: 7th February and 7th March 2011**

2.1 There were none.

3. **Property and Personnel Committee: 14th February 2011** **Minute 45.4 Human Resources Policies**

The Committee considered a report following the meeting of Council on 27th January 2011. Members supported delegating the approval of the Human Resources Policies to the Property & Personnel Committee. Should that Committee substantially amend policies these would be circulated to all Councillors asking for any comments within a set period (normally one week). If no adverse and/or significant comments were received the Town Clerk would sign off the policy in consultation with the Chair of the Committee. If significant issues were highlighted the policy would be referred to Council, as now. Members supported this way forward. It was **RESOLVED** that:

1. Council be RECOMMENDED to approve that the Human Resources Policies be delegated to the Property and Personnel Committee, subject to the qualifications set out above.

2. The "Policies Policy" and list of delegated powers appended to Standing Orders be amended accordingly.

4. **Policy and Finance Committee: 28th February 2011**

4.1 **Minute 54.3 Annual Investment Strategy 2011/12**

The Committee considered the draft Annual Investment Strategy (2011/2012) which was supported. It was therefore **RESOLVED** that:

1. Council be RECOMMENDED to approve the Annual Investment Strategy 2011/12 set out in the Appendix to the report.

2. The report otherwise be noted.

5. Community Resources Committee: 17th February 2011

5.1 There were none.

6. Performance and Publicity Overview Committee: 15th February 2011

6.1 There were none.

Peter Herbert
Town Clerk

ANNUAL INVESTMENT STRATEGY 2011/12

1. The Council has had regard to the Department of Communities and Local Government's (formerly Office of the Deputy Prime Minister) Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.
3. **Investment Objectives**
 - 3.1 All investments will be in sterling.
 - 3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.
 - 3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.
 - 3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
 - 3.5 The ODPM maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.
4. **Investment Balances/Liquidity of Investments**
 - 4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2011/12 will be up to £1,400,000.
 - 4.2 Given due consideration to the Council's current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies, the Council has determined that none of its balances can be prudently committed to longer term investments (i.e. those with a maturity exceeding a year) or shorter term maturing investments.
 - 4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Account which provide a secure rate of interest.
5. **Investments defined as capital expenditure**
 - 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as "non specified investments".

5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for "specified" and "non-specified" investments.

5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2011/12.

6. Provisions for credit related losses

6.1 If any of the Council's investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount. As the Council is only using Lloyds Bank (Credit Rated A+ by Standard and Poor's) to deposit surplus funds then this is not an issue.

7. Investment Strategy to be followed in house

7.1 To retain not less than one month's average working capital requirement in current and instant access accounts giving immediate access.

7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year's duration depending on the prevailing interest rates. The Council has no such reserves for 2011/12.

7.3 Any other funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.

7.4 Currently the Council does not hold any long term investments.

7.5 No long term investments are envisaged in the next 12 months.

8. End of year Investment Report

8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.

8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

signs at the moment of interest rates increasing significantly next year. Commercial interest rates are still very low compared to personal savings rates. Interest rates do not vary daily on this type of saving as with previous deposits. Interest Rates achieved in the year were:

- 1 week 0.22%
- 6 weeks 0.51%
- 3 months 0.8%
- 6 months 1%
- 12 months 1.45%

6.2 £900,000 is currently invested with Lloyds Corporate Markets. Investments are placed to facilitate the working capital requirements of the Council, which are required to meet the Council's budgeted obligations during the year.

6.3 Management of day to day funds is facilitated by the operation of the 'sweeping' account which transfers cleared funds to an interest bearing account overnight. Movement between the accounts works well enabling funds to be readily available whilst earning a small amount of interest when not required.

Peter Herbert
Town Clerk

Karen Singleton
RFO