



23 January 2013

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 31 JANUARY 2013** at **6.30pm**

**PETER HERBERT**  
Town Clerk

## AGENDA

**2012/2013**

**1. EVACUATION PROCEDURES**

**2. MOBILE PHONES**

Members and the public are 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 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 29 November 2012, circulated herewith.

**6. TOWN MAYOR'S REPORT and URGENT ITEMS**

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**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 West Sussex County Council – Public Consultation on the Proposed Expansion of White Meadows Primary School (attached)**

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

**9.1 Recommendations from Committees**

There were no recommendations from Committees that need approval by Council that are not already covered by reports except those contained in Minute 37.4 of the Property and Personnel Committee which is covered in item 14.2.1.

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

**9.2.1 Policy and Finance**

To receive the Minutes of the meeting held on **17 December 2012** – circulated herewith - at which the following items were discussed;

Minutes -

- (43.1) Council and Committee Dates 2013/14
- (43.2) Localisation of Council Tax Support
- (43.3) Wick Post Office – New Premises and Modernisation
- (44.1) Finance Report
- (44.3) Full Council Draft Budget 2013/14
- (45) Masterplan – North Littlehampton

**9.2.2 Community Resources**

To receive the Minutes of the meeting held on **6 December 2012** – circulated herewith - at which the following items were discussed;

Minutes -

- (45) Allotments Working Group
- (46.1) Project 82 Periodic Report
- (46.2) Museum Periodic Report
- (46.3) Visit Littlehampton Website
- (46.4) Ferry Update
- (47.1) Finance Report 2012/13
- (47.2) Draft Committee Budgets 2013/14, 2014/15, 2015/16
- (48) Masterplan – North Littlehampton

**9.2.3 Planning and Transportation**

To receive the Minutes of the meeting held on **10 December 2012** – circulated herewith - at which the following items were discussed;

Minutes –

- (93.1) Appeal by Hargreaves Residential Developments Ltd: Site at land at the Poplars, Littlehampton

- (93.2) Littlehampton: South Terrace, Pedestrian Crossing Place
- (96.1) Planning Applications – Lists 46, 47, 48 and 49
- (96.2) Neighbourhood Plan
- (97.1) Planning Application WSCC/072/12/LU: River Beach Primary School
- (98) Masterplan – North Littlehampton

#### **9.2.4 Planning and Transportation**

To receive the Minutes of the meeting held on **7 January 2013** – circulated herewith - at which the following items were discussed;

Minutes –

- (105.1) Planning Appeal LU/208/11: Forge Cottage, Lyminster Road, Littlehampton
- (108.1) Planning Applications – Lists 50, 51 and 1.
- (108.2) No.12 Bus Passenger Figures
- (109.1) West Sussex Waste Local Plan

#### **9.2.5 Property and Personnel – (Non-Exempt)**

To receive the Minutes of the meeting held on **3 December 2012** – circulated herewith - at which the following items were discussed;

Minutes -

- (32.1) Staff Sickness Report
- (33.1) Finance Report 2012/13
- (33.2) Draft Budgets 2013/14, 2014/15 and 2015/16
- (37.1) Update on the Dairy \*
- (37.2) Options for Church Street \*
- (37.3) Re-location of the Amenity Team\*
- (37.4) Amenity Team and Caretaking \*

*\* These items may need to be discussed under exempt business if any issues are raised.*

#### **9.2.6 Property and Personnel**

To receive the Minutes of the meeting held on **14 January 2013** – circulated herewith - at which the following items were discussed;

Minutes –

- (43.1) Standing Orders: Urgent Action
- (43.2) Date of next meeting

#### **9.2.7 Performance and Publicity Overview**

There have been no meetings of this Committee since the last Council meeting.

### **10. OFFICERS REPORTS**

- 10.1 Arun District Council Draft Leisure Strategy** – report attached
- 10.2 Full Council Budget 2013/14** – report attached
- 10.3 Council and Committee Dates 2013/14** – draft – attached for Members of the Council only
- 10.4 Changes to Committee Membership** – report attached

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.***

14. **REPORTS OF COMMITTEES – (EXEMPT)**

14.1 **Committee Minutes (Exempt)**

14.1.1 **Property and Personnel**

To receive the Exempt Minutes of the meeting held on **14 January 2013 – circulated herewith for Members of the Council only** - at which the following items were discussed;

Minutes -

(47.1) Update on the Dairy

(47.2) Update on Southfields Jubilee Centre

(47.3) Re-grading Application and Policy

(47.4) Amenity Team Relocation

14.2.1 **Recommendation from Committee**

There is one recommendation from the Property and Personnel Committee on 3 December 2012 (Minute 34.7 refers). These papers were circulated under exempt business to Members for that meeting and other copies are available for Councillors only from the Town Clerk. Council is **RECOMMENDED** to:

***Approve recommendations 1-6 detailed within the circulated report covered by the Property and Personnel Committee on 3 December 2012 regarding the Amenity Team and Caretaking Responsibilities.***

**PUBLIC CONSULTATION**

**Proposed Expansion of White Meadows Primary School**

**RESPONSE DEADLINE 14<sup>TH</sup> FEBRUARY 2013**

**Introduction**

West Sussex County Council has been closely monitoring a rise in pre school children across the county and the subsequent number of children requiring a school place, including in the Littlehampton locality, to ensure local schools can meet the demand for places. As a result, we are reviewing school places and welcome your views on the proposal to:

- expand White Meadows Primary School, Whitelea Road, Littlehampton, from a two to three form entry (fe) primary school;
- increase the school's published admission number (PAN) to 90 pupils per year of age; and
- create a total capacity for 630 pupils.

**Pupil Population**

White Meadows Primary School has been responding to high demand for places by admitting pupils in Year R over its PAN of 60 as a temporary measure for the past two years, since it amalgamated the former infant and junior schools and opened as an all through primary school in September 2011. West Sussex County Council is under a statutory duty to ensure there are sufficient school places available and Child Health Bureau data for the number of pre school children living in the relevant catchment area show that this level of demand is projected to continue for the foreseeable future.

| <b>Year</b>  | <b>13/14</b> | <b>14/15</b> | <b>15/16</b> | <b>16/17</b> |
|--|--------------|--------------|--------------|--------------|
| <b>Pre-school children in the catchment eligible for a school place per year</b> | 111          | 92           | 94           | 92           |

**Size of School**

West Sussex County Council's guiding principles for primary schools are that, wherever possible:

- age 4-11 all through primary schools should be established;
- they should have a minimum of one fe and a maximum of three fe; and
- the pattern of schools should ensure that a primary school is readily accessible to its pupils and, in urban areas, within walking distance of the homes of the majority of its children.

The proposal to expand White Meadows Primary School would see an increase in the school's revenue budget which would be used to engage additional staff as required.

**School Buildings and Capacity**

There will be the opportunity for capital investment to allow for the proposed expansion. The headteacher and governors support the proposal which they consider will give opportunities for teachers and pupils to benefit from enhanced facilities. It is the intention for the building project to commence in summer 2013 and complete in the autumn of 2014 when the school will have a capacity of 630. Accommodation for an intake of 90 Reception pupils will be available in September 2013.

## Statutory Notices

Incremental changes to a maintained school require public consultation where the proposed increase in capacity is both by more than 30 pupil places and 25% of the school capacity (or 200 pupils, whichever is the lesser). It is a two stage process, initially a public consultation takes place over a minimum period of four weeks and then the Cabinet Member for Education and Schools will decide whether to publish formal statutory notices following which responses can be submitted from the public over a second period of four weeks which is prescribed in Regulations. This document initiates the first phase of consultation. We expect the final decision by the Cabinet Member for Education and Schools, Peter Griffiths, to be taken in March 2013.

## Planning Concerns

Site restrictions are carefully considered as part of the design of any new build at a school. West Sussex County Council is very experienced in construction projects and the health and safety of children is paramount when any building project takes place. Concerns relating to planning and transport can be raised as part of the planning process which is subject to a separate consultation.

## How to find out more and make your views known

Please write or complete the attached form and send to:

- The school office of White Meadows Primary School, Whitelea Road, Littlehampton, West Sussex. BN17 7JL;
- Lyndsay Irvine, School Planning Officer, West Sussex County Council, First Floor, The Tannery, Chichester. PO19 3RJ;
- email your comments to [lyndsay.irvine@westsussex.gov.uk](mailto:lyndsay.irvine@westsussex.gov.uk); and/or
- write to your local county councillor, the Cabinet Member or local MP.

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| <p><b>Response Form</b> (Please attach further sheets as required).</p> <p><b>1. Are you:</b><br/>Parent/guardian <input type="checkbox"/> School staff <input type="checkbox"/> Governor <input type="checkbox"/> Student <input type="checkbox"/><br/>other <input type="checkbox"/> (please provide further information) _____</p> <p><b>2. If you are a parent/guardian, how old are your children?</b><br/>Pre School (ages 0 to 4) <input type="checkbox"/> Primary (ages 4 to 11) <input type="checkbox"/> Secondary (ages 11 to 18+) <input type="checkbox"/></p> <p><b>3. I support the change to increase the PAN to 90</b><br/>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>4. The potential advantages of the proposed change outweigh the disadvantages</b><br/>Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p><b>5. Please state your views on the proposals below and on a separate sheet if required. We welcome your comments on any aspect:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|

If you need this information in another format, for example, on audio CD or in a different language, please call the Contact Centre on 01243 642555.  
This document is also online at [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Council  
**Date:** 31 January 2013  
**Report of:** The Town Clerk  
**Subject:** Leisure Strategy

#### 1. Summary

- 1.1 The purpose of this report is to update Members with regard to Arun District Council's Draft Leisure Strategy and to consider the recommendations from Arun District Council's Leisure, Tourism & Infrastructure Working Group to ADC's Cabinet on the 11<sup>th</sup> February with a view to commenting on the revised proposals.

#### 2. Recommendations

- 2.1 The Council is **RECOMMENDED** to:

Instruct the Town Clerk to write to Arun District Council setting out the Town Council's response to the recommendations of ADC's Leisure, Tourism & Working Group on the revised Draft Leisure Strategy

#### 3 Background

- 3.1 Arun District Council commissioned Colliers International in August 2011 to deliver a Draft Leisure Strategy to determine if there were enough leisure and cultural activities on offer in the District and if not how they could be improved.
- 3.2 A first draft was published in December 2011 and was presented to Arun's Cabinet in January 2012. Following a number of residents' surveys on the first draft, Colliers were commissioned to look in more detail at the main projects considered in the Strategy and to undertake further consultation.
- 3.3 This process resulted in a second draft of the report which was published in August 2012 and was put out to public consultation during September 2012
- 3.4 An analysis of the considerable public response to the second draft was published by Colliers International in December 2012 and this contained some revised recommendations to Arun District Council (Appendix 1 of this report) which were considered at the District Council's Leisure, Tourism & Infrastructure Working Group on the 17<sup>th</sup> January. The recommendations from this Working Group will be considered at Arun's Cabinet on the 11<sup>th</sup> February (Appendix 2 of this report).

## **4. Issues**

4.1 The key issues raised in the consultation were as follows:

### Leisure Centre

- A response of 52% was in favour of enhancing the existing centre. Only 17% of respondents wanted to see a brand new leisure centre at or near the Littlehampton Academy
- There was strong objection to the idea of developing the site to pay for improvements to the leisure facilities

### Windmill

- Over 200 letters of objection were received objecting to the possible closure of the Windmill
- The report suggested that this raised two primary issues, the first being the need to ensure that there is a suitable venue for local performing arts groups to stage productions, the second is to provide a venue for cinema that does not require public subsidy

4.2 During the District Council's Leisure, Tourism & Infrastructure Working Group meeting there were a number of additional issues and/or questions that were raised in response to the report's recommendations which can be summarised as follows:

- There was no information in the report of the respective economic benefits of replacing or refurbishing both the Leisure Centre and the Windmill
- There had been a critical lack of investment in the facilities over a number of years which inevitably impacts on how they are currently managed.
- If the Windmill should remain as a temporary venue for amateur dramatic groups to hire, how would this be managed and what other possible venues could be considered in the longer term
- Upgrading of the Windmill to include purchase of a digital projector would be relatively inexpensive and would increase the viability of the Windmill whilst it awaited possible relocation.

Colliers International, the consultants appointed by Arun made the following responses:

- They would strongly support relocation of the Leisure Centre to North Littlehampton (on or near the Academy) and believe it would be easier to raise funds at this location. (They did not specify how much development on the existing site would contribute to these funds)
- They would encourage Inspire to buy a digital projector
- The option of improving the existing facilities at the Windmill had not been explored and probably should have been.

## **5 Next Steps**

5.1 The Town Council response to the Working Group's recommendations needs to be sent to Arun as soon as possible in order that it can be considered by Arun's Cabinet on the 11<sup>th</sup> February. Members are asked to consider the key points they would like included in this response.



**6 Financial Implications**

6.1 There are no financial implications for the Town Council at the current time

Peter Herbert  
**Town Clerk**

# DRAFT Leisure & Cultural Strategy

## Key Facts 2013 - 2028

The information provided in this document is based on the proposals put forward by Colliers International following the public consultation. Decisions are still to be made through the democratic process. The Council meetings where the proposals will be considered are as follows:

1. **Leisure Tourism and Infrastructure Working Group, Thursday 17th January 2013 at 4pm, Civic Centre, Littlehampton**
2. **Cabinet, Monday 11th February 2013 at 5pm, Civic Centre, Littlehampton**
3. **Full Council Wednesday 20th March 2013 at 6pm, Civic Centre, Littlehampton**

### 1 Modern Leisure Centres

The consultation has highlighted the need to maintain leisure centre provision in both Bognor Regis and Littlehampton.

#### 1a Refurbished Arun Leisure Centre

- i. The public consultation showed strong support for investment in the Arun Leisure Centre.
- ii. The current dual-use agreement with the school will be reviewed depending on the exact changes made to the facilities.
- iii. User groups will be involved in detailed discussions about the refurbishment.

#### 1b New or Improved Leisure Centre in Littlehampton

- i. Arun District Council will ensure that leisure centre provision remains in Littlehampton.
- ii. In the short term the Strategy recommends that Arun District Council invests up to £350,000 in the existing centre to improve its financial condition and performance for the next 7 years.

Following consultation the Strategy proposes two options for Members to consider:

##### Option 1

Build a new leisure centre in north Littlehampton (precise location to be determined) by 2020 which offers more facilities and better leisure provision than the current centre.

##### Option 2

Substantial reconfiguration and modernisation of existing centre to be implemented by 2020.

If Arun District Council builds a new leisure centre in the north of Littlehampton it is proposed that the existing leisure centre will remain open until the new centre is ready.

- iii. If the Council invests in significant refurbishment of the existing leisure centre it may need to close for a period whilst the works take place.
- iv. The Council will need to sell off some of the land around the leisure centre to generate funding for enhanced leisure centre provision. Other external funding will also need to be explored.

### 2 Transform Bognor Regis Seafont

The consultation showed strong support for all the proposals for enhancing Bognor Regis seafont especially for a water and sand play facility. There was also public support for improvements at West Park and enhancing the club house and café at Waterloo Square.

In order to fund the seafont improvements it will be necessary to dispose of underused assets at Swansea Gardens for residential development otherwise there will be a shortfall of £2.6million to deliver the supported proposals.

A total of 98 people out of 1,203 respondents said that they use Swansea Gardens at least once a month or more frequently. Local bowlers were opposed to selling off Swansea Gardens and moving to Waterloo Square.

#### 2a Revamp Alexandra Theatre

- i. Improvements to the Alexandra Theatre will be subject to the outcome of the St Modwen's consultation.

#### 2b Create restaurants and a new cinema at the Regis Centre site

- i. Creation of restaurants and a new cinema will be subject to the outcome of the St Modwen's consultation.

#### 2c Splash park and sand play area near the seafont

- i. There was strong public support for a water and sand play area to be located along the seafont. The location for this facility has not been determined but Place St Maur could be considered as an option.

#### 2c Café/club house at Waterloo Square

- i. Bowlers would benefit from a brand new club house at Waterloo Square.
- ii. Bowlers, the general public and visitors to the area could enjoy a brand new café with views towards the sea.
- iii. It is expected that some disabled car parking provision could be offered in the vicinity of Waterloo Square Bowling Green.
- iv. User groups will be involved in detailed discussions about the proposals.

# DRAFT Leisure & Cultural Strategy

## Key Facts

### 2c West Park Improvements

- i. All basic improvements to West Park that were proposed were supported with little opposition.

### 2c Improvements to catering concessions

- i. It is envisaged that over time there will be a general upgrading of the whole seaside experience.

### 2d Watersports Centre, Gloucester Road, Bognor Regis

- i. It is currently anticipated that, if agreed, this will be implemented by Butlins.

## 3 Littlehampton Waterfront a High Quality Destination Park

### 3a Park Enhancement Plan – sand play area, outdoor gym, extension of miniature railway and enhancement of Norfolk Gardens café/restaurant

- i. There was support for enhancing outdoor play provision and the facilities in the Norfolk Gardens area. These improvements however rely on funding generated through the development of St Martins car park or the Windmill site.

### 3b Hotel with sea view Restaurant/Bar and Water Play Area at Windmill Site and Skate bowl

- i. The consultation response on these proposals was dominated by opposition to the possible loss of the Windmill Theatre with over 200 letters received objecting to its closure.

Colliers have responded to the outcome of the public consultation by making revised recommendations as follows:

- ii. The Windmill will remain as a temporary venue for amateur dramatics groups to hire while seeking to provide an alternative fit for purpose space for groups to stage productions.
- iii. The Council will seek to enable development on either St Martin's car park or at the Windmill site to provide funding for the park enhancement plan.

## 4 Arundel

### 4a Improve Arundel's streetscape

- i. The consultation has shown particularly strong support for the idea of improving the public realm in Arundel. Arun District Council would work with Arundel Town Council and Stakeholders in planning, consulting and delivering proposals.

### 4b Enhanced Festivals, Community Hub and Lido

- i. The consultation showed strong support for enhancing the Christmas programme for the town. There was also support for enhancing facilities at the Lido and creating a community hub. Arun District Council would work with Arundel Town Council and Stakeholders in planning, consulting and delivering proposals.

## 5 Cycling

Seafront cycling improved in Bognor Regis and Littlehampton

- i. The consultation has shown that improving the infrastructure for off road cycling is the highest preference of all for residents.
- ii. It is also suggested that this should include provision for horse riding, walking and running.

## 6 Additional Information

- i. If the proposals are approved by Members, the Council will need to produce a work programme for implementing the projects over the life of the Leisure Strategy.

**FINAL RECOMMENDATIONS FROM LEISURE, TOURISM & INFRASTRUCTURE  
WORKING GROUP ON 17 JANUARY 2013 TO CABINET ON 11 FEBRUARY 2013**  
*Recommendation agreed unless noted otherwise*

**STRATEGY 1. TO PROVIDE MODERN, FIT FOR PURPOSE LEISURE CENTRES  
IN BOGNOR REGIS AND LITTLEHAMPTON**

**1a. Refurbish Arun Leisure Centre**

Reconfiguration and refurbishment of the Arun Leisure Centre. Investment in the outdoor artificial pitch for football.

**1b. Provide New or Improved Leisure Centre for Littlehampton**

STAGE 1 – This is required in the short term

Upgrade the existing Littlehampton Swimming and Sports Centre (up to a value of £350,000) to improve its condition and financial performance for the next 8 years.

STAGE 2 –

Option 1 *not accepted*

Option 2 *recommended* – Substantial reconfiguration and modernisation of the existing centre to be implemented by 2020.

**STRATEGY 2. TO TRANSFORM BOGNOR REGIS SEAFRONT**

**2a. Revamp Alexandra Theatre – subject to St. Modwens consultation**

Increase seating capacity to 430 – 450 seats, new foyer and atrium to completely alter the external appearance of the building. Improvements to the theatre's technical facilities.

**2b. Enable restaurants and bars overlooking the sea – subject to St. Modwens consultation**

It is expected that 2a and 2b would be delivered through the St. Modwen scheme.

**2c. Deliver major enhancement of seafront and green space adjoining the seafront**

*Amended to read:*

Delivery of various improvements including new club house and café at Waterloo Square, enhancement of West Park, children's splash play and sand play areas and other seafront improvements. To look for operations for exploring additional funding such as concessions at Waterloo Square and West Park with the active involvement of the Bowling Club and not pursue the option of Swansea Gardens at this stage.

**2d. Facilitate delivery of watersports centre**

It is currently anticipated that this may be implemented by Butlins.

**FINAL RECOMMENDATIONS FROM LEISURE, TOURISM & INFRASTRUCTURE  
WORKING GROUP ON 17 JANUARY 2013 TO CABINET ON 11 FEBRUARY 2013**  
*Recommendation agreed unless noted otherwise*

**STRATEGY 3. TO ENHANCE LITTLEHAMPTON'S SEAFRONT AND RIVERSIDE**

**3a. Facilitate delivery of a hotel, cinema and restaurant**

*Amended to read:*

Seek to enable development that looks to provide a mix of uses either on St. Martins Car Park or at another site.

**3b. Work up a seaside park enhancement plan to deliver a range of initiatives**

Provide a range of initiatives to gradually upgrade the seafront promenade and green spaces.

**3c. Provide a fit for purpose space for performing arts groups to stage productions**

Work with the Leisure Contractor and user groups to find a solution to provide a space for performing arts groups to stage productions that is fit for purpose and requires less subsidy by Arun District Council. The Windmill remains a temporary venue for amateur dramatics groups to hire.

**STRATEGY 4. TO MAKE THE MOST OF ARUNDEL'S QUALITY**

**4a. Improve Arundel's streetscape**

*Amended to read:*

**4b. Work with Arundel Town Council and stakeholders to promote and enhance festivals, a community hub, the Lido and Christmas events.**

**STRATEGY 5. TO MAKE THE DISTRICT EXCEPTIONALLY GOOD FOR CYCLING  
AND OTHER ACTIVITIES THAT ARE BEST OFF ROAD, LIKE HORSE RIDING,  
RUNNING AND WALKING**

**5. To work with WSCC and other stakeholders to improve cycling opportunities across the district**

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Council

**Date:** 31<sup>st</sup> January 2013

**Report by:** The Town Clerk & RFO

**Subject:** Full Council Budget 2013/14 & Projected Budgets for 2014/15 & 2015/16

### 1. Summary

1.1 Attached as Appendix 1 is the proposed Council budget for 2013/14 and the projected budgets for 2014/15 and 2015/16.

### 2. Recommendation

The Council is **RECOMMENDED** to

(1) approve the budget for 2013/14 setting a Precept of £886,130.

(2) note the projected budgets for 2014/15 and 2015/16.

(3) note the changes to the Band D base

### 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 2013/14 and the projected budgets for 2014/15 and 2015/16 and recommends that these are presented to Council for approval.

3.3 All known expenditure has been budgeted for. If expenditure is to be funded from an earmarked reserve (EMR) then it has been deducted from the total expenditure before calculating the Precept. To keep the increase in Band D Council Tax as small as possible the budget has been set to take £90,080 (£94,420 -2012/13) from EMR.

3.4 The proposed Precept for 2013/14 is £886,130. The overall effect of all projected income and expenditure for 2013/14 is a **2.42% / £2.53 per annum** increase on Band D Council Tax. The Band D Council Tax will be £106.93 per annum, compared with £104.40 in 2012/13.

3.5 Band D Council tax is measured with reference to a Council Tax Base which is amended every year by Arun District Council. As previously reported the Council Tax Base for Littlehampton has decreased from 9,804 in 2012/13 to

8,282 in 2013/14. This fall produces a higher band D tax for the equivalent amount of Precept. The District Council have allocated a grant of £147,165 to partially offset this fall.

- 3.6 Earmarked Reserves have been reviewed and it is recommended that the £11,180 in Earmarked Reserves for notice boards is transferred back to the General Reserve and used to offset the 2013/14 budget hence reducing the Precept.
- 3.7 The budget has been set to return £25,050 to General Reserves, primarily to start to repay back the £200,000 borrowed for Southfields Community Centre and smooth future spending predictions. £11,180 of this is from the Notice Board EMR.
- 3.8 As at 1 April 2012 there was £353,262 (£485,015- 2011) in the General Reserve. As at 1<sup>st</sup> January 2013, there was £230,000 of non committed funds in Earmarked Reserves.
- 3.9 Changes to expenditure proposed in the staffing review are not incorporated in this budget but are expected to be budget neutral in 2013/14 with a £12,000 saving in future years.
- 3.10 £35,900 has been included in the budget, to be met from Dairy earmarked reserves. This is for the sale of the Dairy site and relocation of the A team. Future costs have not been included in the budget, as they are as yet unknown; it is believed that they will not have an impact on the 2014/15 Precept as the proceeds of the sale of the Dairy will be received. Although the sale proceeds cannot be spent on Revenue items, earmarked reserves for capital expenditure can be used for revenue expenditure e.g Rosemead play equipment and the capital receipt used to fund the capital purchase. Future years can be funded from sums set aside for this purposed form current and future years under spends.
- 3.11 The Band D tax must be divisible by 9 to 2 decimal places. The Precept request has been increased by £50 compared to the P & F Report this allows £50 more revenue for the same increase in Band D tax.

#### **4. The Future**

- 4.1 If the Precept was to remain the same as 2012/13 then the impact of the new changes would be that the Band D tax would rise to **£123.55** an **18.34%/ £19.15pa** increase.
- 4.2 Taking into account the grant allocation of £147,165 the figures for Band D tax would be **£105.79**, a **1.33%/ £1.39pa** increase.
- 4.3 Members are reminded that Principal Authorities are being subsidised by Central Government to retain existing Band D levels and have been given an allocation to pass on to Towns and parishes, this is not mandatory it is totally at their discretion.
- 4.4 The proposed new building developments in the Town over the coming years should go part way to offsetting the reduction in Band D, but of course it had

been hoped that the new homes would produce more revenue for the Council.

- 4.5 The Town Clerk & RFO are concerned that in future years the grant funding may be reduced, impacting on the Precept, Band D Tax or services. Until now the Council has been wholly responsible for what it does and spends, in the future this may not be the case. This is a shame as there is now a loss in electoral accountability for Parishes.
- 4.6 The amount of grant available, if any, will not be known until November/ December 2013 when the budget process will be well under way. There could be a built in increase in the Precept until new house building in the Town bridges the gap.

Peter Herbert  
Town Clerk

Karen Singleton<sup>FCCA</sup>  
Finance & Resources Manager



## LITTLEHAMPTON TOWN COUNCIL

## DRAFT SUMMARY BUDGETED EXPENDITURE

| SERVICES                                     | Budget           | Budget           | Budget           | Budget           |
|--|------------------|------------------|------------------|------------------|
|  | 2012/13<br>£     | 2013/14<br>£     | 2014/15<br>£     | 2015/16<br>£     |
| Central Admin & Support Services (Recharged) | -                | -                | -                | -                |
| Democratic Representation & Management       | 154,490          | 170,595          | 173,670          | 176,750          |
| Town Centre Management                       | 71,715           | 74,500           | 80,247           | 80,953           |
| Community Grants & Partnership Initiatives   | 61,625           | 58,365           | 59,060           | 59,737           |
| Amenity Team (Recharged)                     | -                | -                | -                | -                |
| Capital Expenditure- A Team                  | 19,000           | -                | -                | -                |
| Planning & Economic Development              | 42,855           | 36,510           | 16,625           | 16,710           |
| Manor House Room Hire                        | 21,095           | 29,600           | 31,005           | 31,247           |
| Corporate Management                         | 110,355          | 110,110          | 111,945          | 113,959          |
| Manor House (Recharged)                      | 12,390           | 11,740           | 11,090           | 11,440           |
| Street Lighting                              | 3,365            | 2,680            | 2,750            | 2,820            |
| Public Conveniences                          | 40,610           | 40,465           | 41,664           | 42,900           |
| Dairy Community Centre                       | (425)            | 49,740           | -                | -                |
| Community                                    | 120,525          | 129,950          | 123,990          | 124,855          |
| Southfields Jubilee Centre                   | 76,400           | 63,245           | 59,448           | 59,174           |
| Parks & Open Spaces                          | 123,765          | 57,290           | 54,669           | 55,239           |
| Church Street                                | -                | 30,875           | 34,662           | 34,262           |
| Project 82                                   | 85,030           | 88,570           | 91,144           | 92,570           |
| Museum                                       | 115,405          | 118,380          | 121,852          | 123,199          |
| Allotments                                   | 35,135           | 25,710           | 26,401           | 26,055           |
| <b>TOTAL NET EXPENDITURE</b>                 | <b>1,093,335</b> | <b>1,098,325</b> | <b>1,040,222</b> | <b>1,051,869</b> |
| <b>Known Expenditure from EMR</b>            |                  |                  |                  |                  |
| Tree Planting                                | (6,000)          | (5,000)          | (1,600)          | -                |
| Town Centre floral                           | (5,000)          | -                | -                | -                |
| Ferry  | (10,000)         | (7,000)          | -                | -                |
| Sports Forum                                 | (1,000)          | (1,000)          | -                | -                |
| Southfields CC                               | (12,000)         | (5,000)          | -                | -                |
| Town Show                                    | (5,800)          | -                | -                | -                |
| Bandstand                                    | (26,000)         | -                | -                | -                |
| Tipper                                       | (14,000)         | -                | -                | -                |
| Neighbourhood Plan                           | (10,000)         | (20,000)         | -                | -                |
| Freedom of the Town                          | -                | (2,000)          | -                | -                |
| Bandstand Concerts                           | -                | (1,000)          | -                | -                |
| IT   | (4,620)          | (2,000)          | -                | -                |
| A Team/ Dairy                                | -                | (35,900)         | -                | -                |
| Trf from EMR (Noticeboards)                  | -                | (11,180)         | -                | -                |
| Other Funding (from) / to balances           | 24,917           | 25,050           | 15,000           | 10,000           |
| Grant receivable                             |                  | (147,165)        | (147,165)        | (147,165)        |
| Service review                               |                  |                  | (12,000)         | (12,000)         |
| <b>DRAFT PRECEPT FOR YEAR</b>                | <b>1,023,832</b> | <b>886,130</b>   | <b>894,457</b>   | <b>902,704</b>   |
| <b>BAND D COUNCIL TAX</b>                    | <b>104.40</b>    | <b>106.9301</b>  | <b>107.93</b>    | <b>108.93</b>    |
| <b>INCREASE IN BAND D COUNCIL TAX</b>        | <b>1.93%</b>     | <b>2.423%</b>    | <b>0.94%</b>     | <b>0.92%</b>     |

Additional Information

|                               |                 |
|-------------------------------|-----------------|
| General Fund 01/04/2012       | £353,262        |
| Earmarked Reserves 01/04/12   | £760,710        |
| Earmarked Reserves 01/01/13   | £370,138        |
| Less Committed EMR            | -£139,737       |
| <b>Total useable Reserves</b> | <b>£583,663</b> |

## Littlehampton Town Council

### Non-Confidential

**Committee:** Council

**Date:** 31 January 2013

**Report by:** Town Clerk

**Subject:** Changes to Committee Membership

#### 1. Summary

- 1.1 Following the River Ward by-election and receipt of a request from Councillor Dr Walsh KStJ, as Liberal Democratic Group Leader, proposals for changes to Committee membership are set out in the recommendations below.

#### 2. Recommendations

Council is RECOMMENDED to:

1. Appoint Councillor Buckland to the Planning and Transportation Committee.
2. Appoint Councillor Buckland to the Allotments Working Group.
3. Appoint Councillor Dr Walsh KStJ to the Policy and Finance Committee.

#### 3. Background

- 3.1 The River Ward by-election was held on 6 December 2012 and Councillor Buckland (Liberal Democrat) was elected as a Town Councillor, following the resignation of Councillor Scrivener (Conservative).
- 3.2 It has previously been agreed that proportionality should be used as a guide for filling seats on Committees. This is not a binding rule and Councillor Buckland has indicated that he wishes to be appointed to the Planning and Transportation Committee and the Allotments Working Group. In addition, Councillor Dr Walsh KStJ wishes to be appointed to the Policy and Finance Committee.
- 3.3 The Town Clerk has subsequently reviewed the entitlement of political groups to seats on committees. Whilst the outcome of the by-election does have an impact on proportionality, in view of the preferences expressed by Councillor Buckland and the request from Councillor Dr Walsh KStJ, Council is asked to approve the appointments as recommended until the Annual Meeting when a full review of Committee membership will be undertaken for the new Committee schedule.

#### 4. Financial Implications

There are no financial implications arising from this report.

Peter Herbert  
Town Clerk