



15 May 2012

You are hereby summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 24 MAY 2012** at **6.30PM**

PETER HERBERT
Town Clerk

AGENDA

2011/2012

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 declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

5. 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.

6. TOWN MAYOR'S VALEDICTORY STATEMENT

To receive the valedictory statement of the outgoing Town Mayor, Councillor Alan Gammon.

7. COUNCIL'S RESPONSE

Members of the Council to respond to the Town Mayor's valediction.

8. **INSTALLATION OF TOWN MAYOR**
To install the Deputy Mayor, Councillor Emma Neno, as Town Mayor and Chair of the Council.
9. **DECLARATION OF OFFICE AND WELCOME ADDRESS**
To receive the Town Mayor's declaration of acceptance of office.
10. **APPOINTMENT OF DEPUTY MAYOR**
To elect and appoint a Deputy Mayor who will also be Vice-Chair of the Council and Town Mayor elect.
11. **APPOINTMENT OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES** – report herewith
12. **MINUTES**
To confirm and sign the Minutes of an Ordinary Meeting of the Town Council held on 15 March 2012.
13. **REPORTS OF COMMITTEES – (NON-EXEMPT)**
- 13.1 **Recommendations from Committees**
There are no recommendations from Committees that need approval by Council.
- 13.2 **Committee Minutes**
- 13.2.1 **Policy and Finance**
To receive the Minutes of the meeting held on **23 April 2012** – circulated herewith – at which the following items were discussed;
Minutes -
(64.) Chair's Report and Urgent Items
(66.1) Electoral Review
(66.2) Open Public Services White Paper – Update (Executive Summary)
(66.3) New Homes Bonus – report from Yapton PC to JDAC
(66.4) Predetermination – A NALC Legal Topic Note
(66.5) NALC – People in Action Conferences
(66.6) Members' Conduct and the Registration and Disclosure of their Interests
(66.7) Liberalising the Regime for Flying Flags
(66.8) Licensing of 'A' Boards
(66.9) Littlehampton Hospital
(66.10)Portas Pilot
(67.1) Finance Report 2011/12
(70.) Littlehampton Twinning Association
- 13.2.2 **Community Resources**
To receive the Minutes of the meeting held on **5 April 2012** – circulated herewith – at which the following items were discussed;
Minutes –
(72.) Allotment Working Group
(73.1) Project 82 Manager
(73.2) Museum Periodic Report
(73.3) Community Resources Periodic Report

- (73.4) Visit Littlehampton
- (73.5) Littlehampton Ferry
- (74.1) Finance Report 2011/12
- (75.) Masterplan – North Littlehampton
- (77.) Merit Awards

13.2.3 Property and Personnel

This meeting was cancelled.

13.2.4 Performance and Publicity Overview

To receive the Minutes of the meeting held on **1 May 2012** – circulated herewith – at which the following items were discussed;

Minutes –

- (49.1) Performance Indicators
- (49.2) Information Board for the High Street

13.2.5 Planning and Transportation

To receive the Minutes of the meeting held on **2 April 2012** – circulated herewith – at which the following items were discussed;

Minutes -

- (159.1) Planning Applications – Lists 10, 11, 12 and 13.
- (159.2) Bus No. 12 Passenger Figures
- (160.1) West Sussex Public Rights of Way Service.

13.2.6 Planning and Transportation

To receive the Minutes of the meeting held on **30 April 2012** – circulated herewith – at which the following items were discussed;

Minutes -

- (168.) Chair's Report and Urgent Items
- (171.1) Planning Applications – Lists 14, 15, 16 and 17.
- (171.2) Application for Street Trading Consent – Farmers Market in the High Street
- (171.3) Bus No 12 Passenger Figures
- (171.4) Arun District Council's Statement of Community Involvement
- (171.5) Arun District Council – Future Electronic Consultations
- (173.) Neighbourhood Plan

14. OFFICER'S REPORTS

14.1 Annual Report 2011/12

The production of the Annual Report has to be brought forward this year to incorporate it within the Summer edition of Progress. The Town Clerk is currently drafting the general pages and will liaise with the Committee Chairs prior to the meeting. The prose element of the report should be available before Council for comment and approval. If not, Council is RECOMMENDED to delegate approval of the front part of the report to the Town Clerk, in consultation with the relevant Committee Chairs for 2011/12.

14.2 **Freedom Of The Town**

Council is RECOMMENDED to approve:-

That in recognition of the long-standing associations between the Town of Littlehampton and 30 Assault Unit and 30 Commando Information Exploitation Group, the Town Council do confer upon the said 30 Commando Information Exploitation Group the right, privilege and honour of Freedom of Entry of the Town of Littlehampton;

And to permit them to march through the streets of the Town with swords drawn, bayonets fixed, drums beating and colours flying;

And that a Certificate of Freedom be suitably engrossed and be presented to the Commanding Officer of 30 Commando Information Exploitation Group at a ceremony on 30th June 2012.

15. **MASTERPLAN – NORTH LITTLEHAMPTON**

16. **EXEMPT BUSINESS**

To RESOLVE that:

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

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential: Annual Council

Date: 24th May 2012

Report by: Town Clerk

Subject: Appointment of Committees and Representatives to Outside Bodies

1. Summary

- 1.1 The Town Council appoints its Committees (including Chairs and Vice-Chairs) and representatives on outside bodies at its Annual Council meeting. This report sets out the proposed breakdown of Committee places and vacancies for outside bodies. Group Leaders will have provided the Town Clerk with their proposals prior to the Council meeting and these are attached.

2. Recommendations

Council is RECOMMENDED to:

1. Appoint to the Committees as set out in Appendix 1 to the report.
2. Appoint Chairs and Vice-Chairs to these Committees.
3. Appoint representatives to outside bodies as set out in Appendix 2.

3. Background

- 3.1 Council appoints its Committees and representatives on outside bodies at its Annual meeting. The Chairs and Vice-Chairs of its Committees are also appointed at this time.
- 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 furthermore, the Planning & Transportation Committee and Audit Sub-Committee constitutions have specific criteria for membership.
- 3.3 To be proportional, the following guidelines should be followed.

Policy & Finance	8	(Conservative 6) (Labour 1) (LibDem/Independent 1)
Community Resources	8	(Conservative 6) (Labour 1) (LibDem/Independent 1)
Property & Personnel	7	(Conservative 5) (Labour 1) (LibDem/Independent 1)
Performance & Publicity Overview	6	(Conservative 4) (Labour 1) (LibDem/Independent 1)

- 3.4 Council is also asked to take into account the requirement for the Policy & Finance Committee to include the Chair or Vice Chair of the other standing Committees and for this to be included in the proportionality equation.
- 3.5 The Planning & Transportation Committee has six nominations, which can be agreed without impacting on proportionality.
- 3.6 The Progress Editorial Board is appointed through the Groups, with each Group (including the Independent) nominating one person and a deputy.
- 3.7 The Mayor and Deputy Mayor are ex-officio Members of all Committees and Sub-Committees and do not impact on the proportionality. They would do if there was a strict proportionality regime in operation, but this is not a legal requirement for parish and town councils.
- 3.8 Council also needs to appoint the Chairs and Vice Chairs of its Committees.
- 3.9 A list of nominees for representatives on outside bodies is attached as Appendix 2. Should more Members wish to fill a position than provision has been made, the Town Clerk will investigate whether this is possible. However, Council will need to agree a first preference in these circumstances.

4. Financial Implications

There are no financial implications arising from this report.

Peter Herbert
Town Clerk

Committee Membership Nominations					
Committee	Member Nominated	Category	Party	Chair	Vice Chair
Policy & Finance	Cllr Gammon	Chair or Vice-Chair of CRC	CONSERVATIVE		
	Cllr Britton	Chair or Vice-Chair of P&P	CONSERVATIVE		✓
	Cllr Hulmes	Chair or Vice-Chair of P&PO	CONSERVATIVE		
	Cllr Long	Chair or Vice-Chair of P&T	CONSERVATIVE		
	Cllr Squires		LABOUR		
	Cllr Belchamber MBE		INDEPENDENT		
	Cllr Scrivener		CONSERVATIVE		
	Cllr Emberson		CONSERVATIVE		✓
Community Resources	Cllr Bowyer	Member/Group Nominations	CONSERVATIVE		✓
	Cllr Northeast		LABOUR		
	Cllr Gammon		CONSERVATIVE		✓
	Cllr Caffyn		CONSERVATIVE		
	Cllr Neno		CONSERVATIVE		
	Cllr Britton		CONSERVATIVE		
	Cllr Long		CONSERVATIVE		
	Cllr Dr Walsh		LIB DEM		
Performance & Publicity Overview	Cllr Dr Walsh	Member/Group Nominations	LIB DEM		
	Cllr Northeast		LABOUR		
	Cllr Scrivener		CONSERVATIVE		
	Cllr Ayres		CONSERVATIVE		✓
	Cllr Hulmes		CONSERVATIVE		
	Cllr Caffyn		CONSERVATIVE		✓

Committee Membership Nominations					
Committee	Member Nominated	Category	Party	Chair	Vice Chair
Planning & Transportation	Cllr Long	Beach Ward	CONSERVATIVE	✓	
	Cllr Ayres	Ham Ward	CONSERVATIVE		
	Cllr Emberson	Wick with Toddington Ward	CONSERVATIVE		
	Cllr Gammon	Brookfield Ward	CONSERVATIVE		
	Cllr Scrivener	River Ward	CONSERVATIVE		
	Cllr Belchamber MBE	River Ward	INDEPENDENT		
	Cllr Caffyn	(Substituted to receive training)	CONSERVATIVE		
Property & Personnel	Cllr Britton	Member/Group Nominations	CONSERVATIVE		✓
	Cllr Squires		LABOUR		
	Cllr Bowyer		CONSERVATIVE	✓	
	Cllr Long		CONSERVATIVE		
	Cllr Emberson		CONSERVATIVE		
	Cllr Ayres		CONSERVATIVE		
	Cllr Belchamber MBE		INDEPENDENT		
Audit Committee	Cllr Belchamber MBE	Member/Group Nominations	INDEPENDENT	✓	
	Cllr Squires		LABOUR		
	Cllr Caffyn		CONSERVATIVE		✓

REPRESENTATIVES ON OUTSIDE BODIES 2012-2013					
Organisation	Frequency	Time			Representatives Name
50 Up Club	Quarterly	12.00 noon	1	Off	CRO
Arun Business Partnership	Quarterly	5.00-7.00pm	1	Cllr	Chair of Policy & Finance
Arun Community Cohesion Group	Bi-monthly in Bognor	Thursday 2pm	1	Cllr	Vacant
Arun Community Hospital Project Advisory Group/Arun Hospital Strategic Forum			1	Cllr	Bowyer
			2	Cllr	Ayres
			3	Cllr	Gammon
			4	Cllr	Dr Walsh
			1	Off	Town Clerk
Arun Co-ordinated Community Transport	Quarterly	3.30pm	1	Cllr	Hulmes
Arun Eastern Parishes Group	Quarterly	7.00-9.00pm	1	Cllr	Mayor
			2	Off	Town Clerk
Arun Housing and Homelessness Forum	Quarterly	10.00-12.00	1	Cllr	Vacant
			2	Off	CRO
Biodiversity Forum	Quarterly Bognor TC 3rd Thursday of the month	2.00-4.00pm	1	Off	Services Manager/CRO
Clymping Gap Advisory Group	Bi-monthly Thursday	9.00am	1	Cllr	Hulmes
			1	Off	Services Manager
VAAC (Voluntary Action Arun & Chichester) formerly CVS Arunwide	8 weekly Wednesdays Bognor or Littlehampton	12.30-2.00pm	1	Off	CRO

REPRESENTATIVES ON OUTSIDE BODIES 2012-2013

Organisation	Frequency	Time			Representatives Name
Harbour Project Board	Monthly	Afternoons 2.00-4.00pm	1	Cllr	Hulmes
			2	Off	Town Clerk
Highways & Transportation - Sub-Committee of Joint Eastern Arun Area Committee			1	Cllr	Bowyer
			Sub	Cllr	Hulmes
Homelink	Monthly	pm	1	Cllr	Ayres
Joint Eastern Arun Area Committee	Quarterly	evening	1	Cllr	Neno
			Sub	Cllr	Hulmes
			1	Off	Town Clerk/Services Manager
Keystone Centre	Monthly	6.00pm	1	Cllr	Ayres
			2	Cllr	Emberson
Littlehampton Badminton & Squash Club			1	Off	CRO & T & E Officer to liaise
Littlehampton 2020 Group	Quarterly	4.30pm	1	Cllr	Dr Walsh
			Sub	Cllr	Squires
			1	Off	CRO
Littlehampton Bonfire Society			1	Off	CRO & Services Manager to liaise
Littlehampton Carnival 2004 Limited	Monthly		1	Off	T & E Officer
Littlehampton Sportsfield Management Committee	6 weekly Mondays	7.30pm	1	Cllr	Chair of CRC
Littlehampton, Bognor Regis & Chichester Citizens Advice Bureau		5.30pm	1	Cllr	Gammon

REPRESENTATIVES ON OUTSIDE BODIES 2012-2013

Organisation	Frequency	Time			Representatives Name
Local Strategic Partnership			1	Off	Town Clerk
ADC/LTC Liaison	Quarterly	5.00pm	1	Cllr	Hulmes
			2	Cllr	Neno
			3	Cllr	Long
			4	Cllr	Walsh
			5	Cllr	Squires
			Sub	Cllr	Bowyer
			1	Off	Town Clerk
North Littlehampton Members' Steering Group	Monthly	Afternoons	1	Cllr	Bowyer
			2	Cllr	Walsh
			3	Cllr	Northeast
			4	Off	Town Clerk
Police Ward Forum	As and when required				Ward Councillors
Shopmobility	Monthly - early evening variable	5.45pm	1	Cllr	Gammon
			2	Cllr	Hulmes
Sports Forum			1	Cllr	Chair CRC
Town Traders Forum	Quarterly		1	Off	Town Clerk/T & E Officer
West Sussex Association of Local Councils (WSALC)			1	Cllr	Hulmes
Wick Information Centre Management Committee	6 weekly Monday or Wednesday	4.30-6.00pm flexible	1	Cllr	Caffyn
			2	Cllr	Ayres