



MINUTES of the ANNUAL MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 24 MAY 2012 at 6.30pm

PRESENT: Cllrs Gammon (Mayor), Ayres, Belchamber MBE, Bowyer, Britton, Caffyn, Emberson, Hulmes, Long, Neno, Squires and Dr Walsh

2012/2013

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

2. MOBILE PHONES

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

3. APOLOGIES

Apologies were received from Councillors Northeast, Scrivener and Weston.

4. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they might have in relation to items on the Agenda. Cllrs Dr Walsh and Squires declared personal interests, should the Littlehampton Ferry be discussed, as they were members of the Littlehampton Harbour Board.

5. PUBLIC FORUM

David Twinn from the Littlehampton Twinning Association presented the Mayor with a painting of the Conservatory Gardens in Chennevières and a photograph of the interior of one of the Churches in Durmersheim, both to be displayed in the Mayors Parlour. He reported that the Chennevières Twinning Association had celebrated their 30th Anniversary and had been given a park bench by the Littlehampton Association.

6. TOWN MAYOR'S VALEDICTORY STATEMENT

6.1 Council received the valedictory statement of the outgoing Town Mayor, Councillor Alan Gammon, who stated that throughout his year of office he had attended around 200 engagements, held a monthly surgery and made himself as accessible as possible to the residents of the Town.

6.2 Councillor Gammon added that his time as Mayor had been one of the most rewarding of his life and it had been a tremendous honour to represent the Council, the Town and its residents. He stated that the year had some highs, such as the new Ferry and one major low – the decision on the hospital. He felt deceived and let down by the health authorities on that matter. However,

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he added that being Mayor was without doubt both humbling and a wonderful experience and he had produced a short film which showcased some of the highlights of his year.

6.3 The Mayor showed a short film of his year in Office, accompanied by music from "Victorian Kitchen Garden" by Paul Reade, which was among his favourite pieces of music.

6.4 The Mayor had not chosen a specific charity for his year, but had built a fund to allocate to small voluntary organisations that often went unseen and unheralded. He presented cheques to:-

- Timebank
- Littlehampton Musical Comedy Society
- Maltravers Bowling Club
- Dorset Close Residents' Association
- Littlehampton Tea and Chat

The Sussex Army Cadet Force could not attend the meeting and a cheque would be forwarded to them.

6.5 The Mayor thanked the Chairmen and Mayors of neighbouring parishes, West Sussex County Council and Arun District Council for their support during his year. He added that the support of fellow Councillors had been particularly helpful and gratifying and thanked the Deputy Mayor, Cllr Neno for her unflagging enthusiasm and assistance.

6.6 He further thanked everyone across the Town, especially the fantastic organisations that made Littlehampton what it was. Also, he gave thanks to Penny Rodgers, his Mayoress throughout the year, as she had been fantastic in supporting him and representing the Town and Town Council impeccably. The Mayor presented a gift to Penny as a token of his appreciation.

6.7 Lastly, the Mayor thanked the staff of the Council for their support and help over the year. Throughout the year he had benefited from the unstinting support of Carolyn Cudmore, his Personal Assistant and presented her with a bouquet.

7. COUNCIL'S RESPONSE

7.1 Members of the Council responded to the Town Mayor's valediction.

7.2 Councillor Bowyer thanked the Mayor on behalf of the Conservative Group for his sterling job during the year. She stated that it was an exhausting job being Mayor and it was not an easy task to take on twice! She added that she was glad the Ferry had come into service during Alan's Mayoral year as he had campaigned hard to get this into position.

7.4 Councillors Caffyn and Hulmes also thanked the Mayor for his work throughout the year.

8. INSTALLATION OF TOWN MAYOR

In line with Standing Orders, the Deputy Mayor, Councillor Neno, was installed as Town Mayor and Chair of the Council.

9. DECLARATION OF OFFICE AND WELCOME ADDRESS

9.1 Councillor Neno read and duly signed her declaration of acceptance of office as Town Mayor.

9.2 Councillor Neno stated that she was honoured to take on the role of Mayor and thanked the Councillors for nominating her. She also thanked her family

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for their offers of support. She stated that Councillor Gammon had been an excellent Mayor and that she was looking forward to doing her best for the Town. Her year would commence with the Diamond Jubilee and the Olympics but she felt that the year also needed to celebrate Town pride.

- 9.3 The Mayor wished to engage with residents and stated that her two charities would be Homestart Arun and Cancerwise, who had helped with her own battle with cervical cancer. Her year would commence on Saturday at a track day and Sunday at a Zumbathon event at the Littlehampton Academy.

10. **APPOINTMENT OF DEPUTY MAYOR**

Councillor Joyce Bowyer was duly nominated by Councillor Britton and seconded by Councillor Caffyn and on a unanimous show of hands it was **RESOLVED** that:

Councillor Joyce Bowyer be elected Deputy Mayor for 2012/2013 and Mayor Elect.

11. **APPOINTMENT AND MEMBERSHIP OF COMMITTEES AND APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

- 11.1 Council considered a report which set out the proposed breakdown of Committee places and vacancies for outside bodies. Group Leaders had provided the Town Clerk with their proposals prior to the Council meeting and these had been included. The Clerk reported that Councillor Belchamber MBE had withdrawn from Planning and Transportation and Councillor Gammon had been proposed as Vice-Chair. Cllr Hulmes, rather than Cllr Britton, was nominated as Vice-Chair of the Committee. The Keystone Committee had requested one representative only, so Councillor Emberson had withdrawn herself. Council therefore **RESOLVED** to:

- 1. Appoint to the Committees as set out in Appendix 1 to the report, to include the amendments above.**
- 2. Appoint Chairs and Vice-Chairs to these Committees to include the amendment above.**
- 3. Appoint representatives to outside bodies as set out in Appendix 2, to include the amendment above**

12. **MINUTES**

The Minutes of an Ordinary Meeting of the Town Council held on 15 March 2012 were agreed as a true record and signed by the Mayor.

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

13.1 **Recommendations from Committees**

There were no recommendations from Committees that needed approval by Council.

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

13.2.1 **Policy and Finance**

Council received the Minutes of the meeting held on 23 April 2012 (previously circulated). Cllr Dr Walsh referred to minute 66.9 (Littlehampton Hospital) and

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provided an update. A meeting was held on May 4th with the ADC/LTC side of the Project Steering Group to try to find a way forward. Aside from the issue of beds, there was a huge need to replace the facilities of a Health Centre and Pepperville House, both of which needed to be provided somewhere in the Town. The Councils were trying to engage with the Primary Care Trust on this, and hoped to encourage provision on the old hospital site, but if not, then elsewhere. A further meeting was scheduled for 19th June.

13.2.2 **Community Resources**

Council received the Minutes of the meeting held on 5 May 2012 (previously circulated). Cllr Belchamber MBE referred to minute 73.5, regarding the Ferry and stated that there were pleas for the Ferry, to continue during the winter months especially from Rope Walk residents. He felt that this would not need to be as regular as the summer months, but did need to run a few times a day. The issue had been discussed with the operators, who hoped to have this trialled out of season. However, it was important for residents to use the service, as numbers had been very low during the recent bad weather.

13.2.3 **Property and Personnel**

This meeting had been cancelled.

13.2.4 **Performance and Publicity Overview**

Council received the Minutes of the meeting held on 1 May 2012 (previously circulated) with no matters arising.

13.2.5 **Planning and Transportation**

Council received the Minutes of the meetings held on 2 and 30 April 2012 (previously circulated) with no matters arising.

14. **OFFICER'S REPORTS**

14.1 **Annual Report 2011/12**

The Clerk reported that the production of the Annual Report had been brought forward this year to incorporate it within the Summer edition of Progress. The Town Clerk had drafted the general pages and had liaised with Committee Chairs. The Clerk asked for Members to read this and to let the Clerk have comments over the next week. Council **RESOLVED** 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**

The Council discussed the benefits of this proposal. This was proposed by Councillor Walsh and seconded by Councillor Squires. Council **RESOLVED** 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 at a future date.

15. **MASTERPLAN – NORTH LITTLEHAMPTON**

- 15.1 It was noted that final details of the land transfer and S106 agreement should be ready by the end of July. WSCC Highways had agreed a study into the dualling of the A259 in Arun which would impact on this. WSCC Highways Working Group would be meeting tomorrow to approve this for JEAAC in two weeks' time.

16. **EXEMPT BUSINESS**

There was none.

The meeting closed at 7:22pm.

28.6.12. Envero.
TOWN MAYOR