

MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 19 NOVEMBER 2015 at 6.30pm

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

2015/2016

- 45. Council observed a minute's silence in remembrance of those who had died in the terrorist attack in Paris at the weekend.**
- 46. EVACUATION PROCEDURES**
The Mayor outlined the evacuation procedures.
- 47. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
- 48. APOLOGIES**
There were apologies from Councillors Northeast, Rickeard and Tester.
- 49. DECLARATIONS OF INTEREST**
Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. Councillor Squires indicated that he would declare an interest if the matter was discussed, as an allotment holder in agenda item, 9.2.2, minutes of the Community Resources Committee, held on 15th October 2015 in relation to the Allotment Working Group.
- 50. MINUTES**
The Minutes of the meeting held on 8 October 2015 (previously circulated) were confirmed as a true record and signed by the Mayor.
- 51. TOWN MAYOR'S REPORT and URGENT ITEMS**
- 51.1** The Mayor was proud to announce that the Town Council had been given the Website of the Year Award by the Arun Business Partnership in recognition of the innovative design of the Visit Littlehampton website. Council congratulated Staff and the Town Council's contractor, Tan Westlake on this achievement.

- 51.2 The Mayoral engagement list was circulated to Members and set out the range of functions since the last Council meeting. The Mayor stated that she looked forward to joining the community in the many festive events leading up to Christmas.

52. PUBLIC FORUM

There were nine members of the public present.

- 52.1 Sarah Tyrrell, a resident of River Road, referred to the discussion which had taken place at the meeting of the Town Council on 9th October 2014 regarding parking issues. She stated that having subsequently contacted the County Council she had been advised that a consultation on a Controlled Parking Zone (CPZ) in the Town was not proceeding because the Town Council did not want it to happen. She expressed her disappointment with the response she had received and asked the Council to comment on this statement.
- 52.2 Cheryl Hutchins, a Queen Street resident, reported that parking by people commuting into the Town was causing congestion in her road. Commenting on the gradual loss of other nearby parking provision, she added that in her view the problem would be exacerbated if zig zag parking restrictions were introduced in the vicinity of River Beach Primary School. She therefore asked the Town Council to support the introduction of a CPZ in the Town.
- 52.3 Di Larkin, a York Road resident, expressed her support for the comments that had been made on the parking issues. Lamenting the lack of consistency in terms of parking enforcement and the reduced availability of parking in the Town Centre, she stated that whilst she understood that a CPZ would impose further parking restrictions on both residents and visitors, she felt that it might also ease the current situation. However, the problem remained at weekends when both residents and visitors required parking in the road.
- 52.4 The Town Clerk explained that the Town Council was opposed to the introduction of a CPZ in the Town Centre area because of the detrimental impact on local businesses. Noting the current moratorium on the granting of Traffic Regulation Orders it was suggested that the Town Council would be in a better position to reassess its stance when the County Council's position in this respect was known. In the meantime, should Members wish to revisit this policy the correct procedure would be to refer the matter to the Planning and Transportation Committee for further investigation. Thereafter, any changes to policy would need to be reviewed by the Policy and Finance Committee before coming back to Full Council for approval. It was therefore **RESOLVED** that:

This matter be placed on the agenda for consideration by the Planning and Transportation Committee at its meeting on 7th December 2015 and subsequently to the Policy and Finance Committee before returning to Council.

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

- 53.1 Councillor Dr Walsh KStJ reported that in view of the loss of grant funding from Central Government, the County Council had asked its Councillors to

take informal soundings from Town and Parish Councils regarding a potential increase in Council Tax. It was **RESOLVED** that:

This matter be placed on the agenda for consideration by the Policy and Finance Committee at its meeting on 21st December 2015.

54. REPORTS OF COMMITTEES – (NON-EXEMPT)

54.1 Recommendations from Committees

There were none.

54.2 Committee Minutes (Non-Exempt)

54.2.1 Policy and Finance

It was noted that the meeting scheduled to take place on 26th October 2015 was cancelled. The next meeting of this Committee would therefore be held on Monday 21st December 2015.

54.2.2 Community Resources

Council received the Minutes of the meeting held on 15 October 2015 (previously circulated). *Councillor Purchase declared a personal interest in the following item as a District Councillor.*

54.2.3 Regarding Minute 35.2, Arun District Council Play Strategy 2011-16, Members had received a copy of the letter that had been received from the District Council's Director of Environmental Services in response to the Town Council's letter expressing concerns about the implementation of the Strategy. Concerns remained about the future of play areas that the community wished to see retained and what had happened to funds designated under planning agreements to maintain them. Council received an update from Councillor Purchase who reported that he was gathering information with a view to gaining support for a debate at the next meeting of the Full District Council. He was also in contact with other Councils who had overcome similar challenges.

54.2.3 Planning and Transportation

Council received the Minutes of the meetings held on 12 October and 9 November 2015 (previously circulated) with no matters arising.

54.2.4 Property and Personnel

It was noted that the next meeting of this Committee would be held on Monday 14th December 2015 (previously circulated) with no matters arising.

54.2.5 Governance and Audit

It was noted that the next meeting of this Committee would be held on Tuesday 9th February 2016.

55. OFFICER'S REPORT

55.1 Proposed Street names for the North Littlehampton development

Council had before it a consultation from the District Council which contained suggestions from the developer for road names at the first phase of housing in the new North Littlehampton development (previously circulated). The suggestions were taken from the War Memorial in Littlehampton

commemorating those from the Town who had lost their lives during World War One. The development of North Littlehampton would have a significant impact on the area and Members felt it would be beneficial for people moving into the estate to have a collective theme or themes as opposed to the random selection of names from the Roll of Honour which had already been used elsewhere. It was also noted that an interpretation stone would be erected at the Courtwick Development which looked to the naming of roads on that estate. Therefore, Members wished to have more time to consider the proposal and it was **RESOLVED** that:

The District Council be approached for an extension to the consultation and that if not, the Town Clerk be authorised to respond, including any comments from Members and in consultation with Mayor.

55.2 Town Council Priorities

Council considered a report (previously circulated) which gave a summary of the conclusions from the Member led priority setting exercises. In addition to identifying the key priorities for the Town Council, there were also a number of outputs with unknown timescales arising from the developments at Courtwick and North Littlehampton that would need to be considered. Whilst it was proposed that the priorities would be taken forward by the relevant Committees, it was also intended that Council would receive half yearly reports on progress. Members considered that the report was an accurate reflection of the informal discussions that had taken place and recognised the value of including target dates as a guide in terms of the timing for decisions. Council also acknowledged the importance of working with other agencies to achieve its priorities. It was therefore **RESOLVED** that:

The priorities for 2015 – 2019 as set out in the report (copy attached to the minutes) be approved and the relevant Committees instructed to take these forward.

56. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

56.1 The Wick Information Centre

Councillor Squires reported that he had recently attended a meeting of the Wick Information Centre Committee. Whilst the Centre had secured funding for the next three years, investigations into long term funding would be an important feature of future discussions. It was also noted that Wick would soon have a new Vicar and it would therefore be important for the new incumbent to develop good lines of communication with partners.

56.2 Arun Co-Ordinated Community Transport (ACCT)

As the Town Council's nominated representative on the ACCT, Councillor Warren QVRM tabled a summary of the meetings he had recently attended (copy attached to the minutes). He reported that the organisation was investigating the possibility of merging with other similar setups as a means of sustaining the service in the longer term.

56.3 Citizens Advice Bureau (CAB) Arun and Chichester

As the Town Council's nominated representative on the CAB Management Committee, Councillor Warren QVRM tabled a summary of the meetings he had recently attended (copy attached to the minutes). He reported that a copy of the organisation's Annual Report had been lodged with the Town Council and was available for Members to view.

Councillor Blanchard-Cooper left the meeting at 7.06pm.

56.4 Littlehampton Shopmobility

The Town Clerk reported that he had recently visited the organisation to see their new scooter registration service. Commenting on the national interest in their work, he congratulated them on the positive changes in the organisation and this exciting scheme which was receiving national recognition. Councillor Gammon reported that Littlehampton Shopmobility was recently visited by Ray Hodgkinson MBE and had been shortlisted for the Tom Hillier Award for outstanding performance to be presented at the forthcoming British Healthcare Awards.

57. MASTERPLAN – NORTH LITTLEHAMPTON

Councillor Dr Walsh KStJ declared a personal interest in this item as County Councillor and Chairman of the Joint Eastern Arun Highways Sub-Committee. Proposals for improvements on the stretch of the A259 between Littlehampton and Goring were to be considered at forthcoming meetings of the North Littlehampton Steering Group and the Town Council's Planning and Transportation Committee. The proposals included dualling of the existing single carriageway sections on this stretch and other junction improvements. It was thought that a public consultation on the plans would commence in the New Year. It was **RESOLVED** that:

The update be noted.

58. EXEMPT BUSINESS

There were none.

The meeting closed at 7.10pm.

TOWN MAYOR