

**MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 17 MARCH 2011 at 6.30pm**

**PRESENT:** Cllrs Wiltshire, (Deputy Mayor in the Chair), Belchamber MBE, Botting, Britton, Buckland, Butler, Mrs Caffyn, Gammon, Mrs Mayer-Pezhanski, Mrs Neno, Northeast, Mrs Richards and Walsh.

**2010/2011**

**60. EVACUATION PROCEDURES**

The Chair outlined the evacuation procedures.

**61. MOBILE PHONES**

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

**62. APOLOGIES**

Apologies were received from the Mayor, Councillor Mrs Bowyer. The meeting was chaired by the Deputy Mayor in the absence of the Mayor.

**63. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declaration of personal and/or prejudicial interests that they might have in relation to items on the Agenda.

Councillor Northeast declared a personal interest as the Arun District Council representative on and Chair of the Keystone Centre Management Committee, should any issues relating to this be discussed. Councillor Mrs Caffyn declared a personal interest regarding the item on the exempt part of the agenda as the employee referred to was a friend of her family.

**64. MINUTES**

The Minutes of the meeting held on 27 January 2011 (previously circulated) were confirmed as a true record and signed by the Deputy Mayor.

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

**65.1 Courtwick Lane proposed public meeting**

The Clerk reported that Members had met with representatives of the Courtwick Lane Opposition Group (CLOG). However, as the Developers and other Agencies could not attend a full public meeting and that this would have been held after the Town Council's Planning and Transportation Committee had made their decision, a meeting had not been held. Council endorsed this position.

**65.2 Costa Coffee Planning Application for seating in the High Street**

The Clerk reported that one of the Town Council's bench seats was situated outside the new coffee shop. Costa Coffee now had planning permission and

the appropriate licence from West Sussex County Council for tables and chairs in the area. The moving of the bench (with costs to be met by Costa Coffee) would ensure that it was relocated outside of the designated area. It was **RESOLVED** that:

**The Clerk be authorised to agree to the bench being moved to a more appropriate location in the High Street.**

**66. PUBLIC FORUM**

There were three members of public present, but no issues were raised.

**67. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL**

There were none.

**68. SUSSEX POLICE**

- 68.1 Chief Inspector Derrick attended the meeting to explain the proposed changes to the Police locally and to answer Members' questions. It was a difficult time, with a lot of changes planned and officers and staff concerned about their jobs. West Downs and North Downs Divisions would amalgamate and Chief Inspector Derrick outlined the Quest model that they would be following. The response officers currently spent too much time filling out paperwork, so Quest had devised a model (based on the priority demands) whereby a response team would undertake the initial investigation, deliver the prisoner to the custody officer and then hand over the paperwork, allowing them to get back onto the street. The average time for investigations was 44 days, so investigation teams would deal with this rather than response teams. The scheme had been piloted in Brighton where the average investigation time had been reduced to 16 days.
- 68.2 All response teams would be based at Bognor Regis – but this was only where they would log on and start shifts. They would be out and about as required. The new scheme would allow officers to become proactive and work together with the Community.
- 68.3 There would be no change to Neighbourhood Policing Teams (NPT's) which would be based at Littlehampton and Bognor Regis. Arundel Police station would remain, but would not have an open front office. However, the public would be able to make appointments there. Littlehampton station would continue to be manned 24/7.
- 68.4 Members were concerned that shift changeover times should be staggered to ensure that there was no downtime during the start of the shift at Bognor Regis. This was being investigated, alongside other resources that were available at those times.
- 68.5 Members were also concerned that staff were leaving, morale was low and that this was the message that the public were hearing. Littlehampton had a good Shopwatch scheme, but this needed to be backed up by effective policing – one call to the 0845 number took 11 minutes to be answered and another Member held on for 25 minutes before hanging up. Chief Inspector Derrick stressed the importance of public assurance and invited Members to let her know where officers needed to be placed in order to talk to the public

and communicate with them. She would follow up the details of the calls. Meet the NPT Officer events were also being held locally and Members and the public were urged to attend.

- 68.6 It was agreed that Chief Inspector Derrick would return to update the Council and discuss and agree the locations most needing visible policing.

## **69. OFFICERS REPORTS**

### **69.1 Town Council Elections 2011: Poll Cards**

The Clerk reported that the District Council had included a note within their mailing that the Town Council Elections would be held on the same day. However, although the Town Council had agreed to issue separate Poll Cards, the District Council subsequently had given a quotation of nearly £6,000 to do this. It was noted that members of the public would get Poll Cards and would vote for each Council's Elections at that one Polling Station. Therefore, value for money would not be gained from following this course of action. The Town Council **RESOLVED** to:

**Not proceed with the commissioning of an independent set of Poll Cards for the Town Council Elections.**

### **69.2 Freedom of the Town – 30 Commando**

The Clerk reported that this matter arose at the last Community Resources Committee meeting. The Clerk had investigated the process of giving Freedom of the Town. Arun District Council's legal team had advised that the Town Council were able to do this, but alternative advice had been sought as it was believed that this was actually the remit of the District Council. It may be within the remit of the Town Council to give freedom to individual people, but not to bodies. It was **RESOLVED** that:

**The Town Clerk seek further clarification on Freedom of the Town.**

### **69.3 Flags**

- 69.3.1 The report sought to clearly identify when flags should be flown from the Town Council's two flag poles. The principal flag pole was located on the building, with the secondary pole being that adjacent to the Manor House Car Park. The list aimed to be more inclusive and followed the official list as recommended for all Government buildings.

- 69.3.2 On some occasions, when these events fell on a weekend, the flag would fly for several days to avoid the 2 hours call-out (twice) for the Amenity Team. However the steer from the Department for Culture Media and Sport was that when flying the Union Flag it should only be flown from 8:00 am until sunset. Therefore, costs would be involved as set out in the report. Councillors suggested that they may be able to assist with flag raising/lowering and that the reasons for flying of the flag should be posted on the Town Council's Facebook page to raise awareness. The Council **RESOLVED** that:

**Flags be flown at the Manor House as set out in Appendix 2.**

#### **69.4 Annual Report**

Drafts of the individual Chairs' reports were previously circulated. The year end had not yet been reached, but the reports were circulated as its' publication fell into the purdah period for the forthcoming Elections. The summary document would be made available at the Town Meeting and as part of the Summer edition of Progress Newsletter, with a full Annual Report being made available after Year End. The wording under Policy and Finance needed to be amended so as to clarify its' responsibilities. It was **RESOLVED** that:

***The Annual Report process and Chairs' statements be approved and the matter be delegated to the Town Clerk.***

#### **70. REPORTS OF COMMITTEES – (NON-EXEMPT)**

##### **70.1 Recommendations from Committees**

Council considered a report (previously circulated) which set out the recommendations from the last cycle of Committee meetings that needed to be approved by Council. It was **RESOLVED** that:

- 1. The Human Resources Policies be delegated to the Property and Personnel Committee, subject to the qualifications reported.***
- 2. The "Policies Policy" and list of delegated powers appended to Standing Orders be amended accordingly.***
- 3. The Annual Investment Strategy 2011/12 set out in the Appendix to the report be approved.***
- 4. The report otherwise be noted.***

##### **70.2 Policy and Finance**

70.2.1 Council received the Minutes of the meeting held on 28 February 2011 (previously circulated). It was noted under the Masterplan / North Littlehampton item that the provision of burial facilities for the new development had not been included. Members were concerned over this omission and asked that this be raised with the Developers. It was **RESOLVED** that:

***The Clerk write to Arun District Council to comment on the Courtwick Lane Planning Application stating that provision should be made for burial grounds and also writing generally to identify this issue with all large developments within Arun.***

70.2.2 The replacement of the Mayoral Chain was discussed. The chain had historical significance to the Town and was to be re-gilded at a cost of £380 to be met from existing budgets.

### **70.3 Community Resources**

Council received the Minutes of the meeting held on 17 February 2011 (previously circulated) with no matters arising.

### **70.4 Planning and Transportation**

Council received the Minutes of the meetings held on 7 February and 7 March 2011 (previously circulated). Members referred to the front page of the Littlehampton Gazette which featured the problems experienced by Southern Water's pumping station at Sea Road. Members were concerned that wastewater derived from Ford and Bognor Regis was pumped out to sea from this station which needed updating from its' current manual reset system. Proposed developments at Courtwick Lane and North Littlehampton would also add to the burden on this pumping station and Members were concerned over the impact of major developments on this facility. It was **RESOLVED** that:

**The Clerk should write to Southern Water and Arun District Council to raise the issue of outdated infrastructure and the potential effects of future development upon these resources.**

### **70.5 Property and Personnel**

Council received the Minutes of the meeting held on 14 February 2011 (previously circulated) with no matters arising.

(It was noted that Councillor Northeast would update Members during exempt business regarding the meeting held with the MP about North Littlehampton).

### **70.6 Performance and Publicity Overview**

70.6.1 Council received the Minutes of the meeting held on 15 February 2011 (previously circulated). Attention was brought to two errors in the minutes:- that a letter should go to Arun District Council's Littlehampton Regeneration Sub-Committee, and item 28.3 was agreed without requiring a recommendation to Full Council.

70.6.2 The Clerk updated Members on the progress made towards updating the brand of the Town Council. Members were circulated with copies of the proposed new branding and **RESOLVED** that:

**The brand incorporating the initials of the Council be approved**

70.6.3 Members referred to the article on allotments in the Progress Newsletter and felt that not enough had been done to sell the idea of disability allotment plots. The Clerk reported that this issue would be addressed via various media and also with directed publicity – especially with disability organisations.

70.6.4 It was noted that the budget figures in Progress did not add up to 100% due to the roundings and it was suggested that in future the figures be confirmed in consultation with the Chair of Policy and Finance.

**71. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

Members were invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

- 71.1 Councillor Mrs Caffyn reported on Wick Information Centre (WIC) and gave thanks to the Town Council for their help and support. Members were invited to the refurbished Wick Hall on the afternoon of 7<sup>th</sup> April and to a Poker night on 16<sup>th</sup> April organised by Going Spare to raise funds. The WIC team attended the Town Council Pancake race, which was enjoyed by all and raised over £180.
- 71.2 Councillor Botting reported on Arun Coordinated Community Transport (ACCT) and Shopmobility. ACCT were very grateful for the funding from the Town Council but were having financial difficulties and further funding was being sought. Shopmobility were doing well, with three new wheelchairs having been donated and were very grateful for the support of the Town Council. They hoped to be self-supporting in the coming years.
- 71.3 Councillor Wiltshire reported on the Littlehampton Sportsfield Management Committee, which continued to suffer from current financial constraints but remained an important facility for the Town.
- 71.4 Councillor Dr. Walsh reported that the Littlehampton Hospital Steering Group had not met for 12 months. However the WSCC Health Overview and Scrutiny Committee (HOSC) had met with John Wilderspin (the Chief Executive) present. The Committee were looking for further community beds and had commissioned another survey for beds in the county. It might take up to two years for the survey, so concerns were raised that a decision on the Littlehampton Community Hospital might be delayed by this. It was **RESOLVED** that:

***A letter be sent to the PCT asking why there was to be a further review of the need for the hospital and also with regard to the lack of information to the local community***

**72. MASTERPLAN – NORTH LITTLEHAMPTON**

A further public consultation event had been held by the North Littlehampton Developers. It was questioned whether a joint event with the Courtwick Lane Developers might have been better. It was noted that the planning applications for these two proposed developments were very different in many ways, including different timescales and were not dependent on each other.

**73. EXEMPT BUSINESS**

It was **RESOLVED** 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.***

**74. PROPERTY AND PERSONNEL: 14th February 2011**

Council received a report (circulated to Members only) setting out the recommendations of the Property and Personnel Committee on 14<sup>th</sup> February 2011 regarding a staffing restructure and proposals for the two Community Centres. Members noted the further work undertaken by the Clerk since the meeting and **RESOLVED** that:

1. *The post of Project Officer be made redundant on the grounds that the requirements of the Town Council as set out in the Job Description had significantly diminished and very nearly ceased.*
2. *A Major Projects Officer be appointed on a fixed-term contract as set out in Option B of the report.*
3. *The proposal to provide the Finance and Resources Manager with additional Human Resources support as set out in the report be approved.*
4. *That the Town Clerk write to the County Council seeking clarification on the Youth Service Review.*

**75 NORTH LITTLEHAMPTON**

Councillor Northeast reported that Nick Gibb MP attended a meeting of the North Littlehampton Steering Group following an invitation from that Group. He received a full update from all the agencies involved, but declined to raise any questions or give any comments other than to say that he was against all large developments.

**76 LAST MEETING OF THE COUNCIL**

The Deputy Mayor (on behalf of the Mayor) thanked the Councillors for their diligence and work throughout this Council.

The meeting closed at 8:27pm

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**DEPUTY MAYOR**