



MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 14 MARCH 2013 at 6.30pm

PRESENT: Cllrs Neno (Mayor), Ayres, Belchamber MBE, Bowyer, Britton, Buckland, Caffyn, Emberson, Hulmes and Dr Walsh KStJ

2012/2013

75. EVACUATION PROCEDURES

The Chair and Clerk outlined the evacuation procedures.

76. 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.

77. APOLOGIES

Apologies were received from Councillors Gammon, Long, Squires Northeast and Weston.

78. 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. Councillors Bowyer, Britton, Caffyn, Emberson and Neno all declared personal interests with regard to the Boundary Review as District Councillors. Councillor Britton declared a personal interest with regard to the items on the County Council Flood Review and Infrastructure Works Programme as a County Councillor. Councillor Neno declared a personal interest with regard to the item on River Beach Primary School as her children are pupils at the school.

79. MINUTES

The Minutes of the meeting held on 31st January 2013 (previously circulated) were confirmed as a true record and signed by the Mayor.

80. TOWN MAYOR'S REPORT and URGENT ITEMS

80.1 Arun District Council Draft Leisure Strategy

The Mayor commended the residents and local community groups for their hard work and the way in which they had come together to ensure that local views concerning the District Council's Draft Leisure Strategy had been publicised.

80.2 The Mayoral engagement list had previously been circulated to Members setting out the range of functions that had been attended since the last

Council meeting. She informed Members of two further events scheduled to take place on 13th and 20th April and encouraged participation.

80.3 **Approval of Absence from meetings under Section 85, Local Government Act 1972**

Council considered a report from the Town Clerk (previously circulated) recommending that Councillor Northeast be granted an exemption under S.85 of the Local Government Act 1972 to be absent from meetings of the Council up to and including 29th November 2013. It was noted that whilst Councillor Northeast remained active as a Councillor he was unable to attend meetings due to complications which had arisen from an earlier surgical procedure. It was therefore **RESOLVED** that:

An exemption be given under S.85 of the Local Government Act 1972 for Councillor Northeast to be absent from meetings of the Council up to and including 29th November 2013.

80. **PUBLIC FORUM**

There was one member of public present.

- 80.1 A question was asked as to whether the Council were aware that the regular Police Community Support Officer (PCSOs) patrols in the Ham Ward appeared to have ceased. Local Members reported that the PCSO patrols had been seen in the ward in the last two weeks. It was noted that policing would probably be discussed at the Annual Town Meeting and that this could be raised then.

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

There were none.

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

82.1 **Recommendations from Committees**

Council considered a report (previously circulated) which drew together the recommendations from the last cycle of Committee meetings that needed to be approved by Council of which there were two.

82.1.1 **Governance and Audit Committee Terms of Reference**

The Committee considered a report looking at a new performance monitoring regime for 2013/2014 onwards. The approval of the Council was sought to amend the Terms of Reference for the Governance and Audit Committee as it was thought that it would be more appropriate for the responsible committees to consider which performance information they needed. It was **RESOLVED** that:

The Terms of Reference for the Governance and Audit Committee be amended accordingly.

82.1.2 **The Annual Investment Strategy 2013/14**

The Committee considered a report which set out details of the current year's investment activity and the approval of the Council was sought for the proposed Investment Strategy for the forthcoming year. Members noted that

the Investment Strategy was largely unchanged and considered that the proposed strategy was prudent. It was **RESOLVED** that:

The Annual Investment Strategy 2013/14 as set out in the Appendix to the report be approved.

82.2 Committee Minutes (Non-Exempt)

82.2.1 Policy and Finance

Council received the Minutes of the meeting held on 25 February 2013 (previously circulated) with one matter arising. Reference was made to the current position regarding the Windmill Theatre and the Town Clerk advised Members that following the Cinema Club meeting on 1st March it was anticipated that the Town Council would be called upon for advice and possibly grant assistance in the future. Councillor Dr Walsh KStJ reported that there was evidence to suggest that the District Council had agreed to relieve Inspire leisure of the obligation to provide cinema, theatre and tennis facilities as early as July 2012. It was also reported that the District Council had been approached by a commercial operator who had expressed an interest in running this facility and taking on the lease of the Windmill Theatre. This had not been pursued.

82.2.2 Members were angered by the suggestion that the District Council might have sought to reach agreement to make changes to the provision of core services without proper consultation and questioned why this decision had not been publicised in the usual way. In view of the impending decision on the Draft Leisure Strategy, the Council discussed how it might prompt the District Council to take some action regarding the lease on the Windmill Theatre. Councillor Dr Walsh KStJ proposed that a letter be sent to the District Council seeking a meeting to discuss options regarding the lease on the Theatre and requesting clarification on the process by which agreement had been reached on the decision to relieve Inspire leisure of its obligations. This was duly seconded and it was therefore **RESOLVED** that:

A letter be written to Arun District Council seeking a meeting to discuss options regarding the lease on the Theatre and requesting clarification on the process by which agreement had been reached on the decision to relieve Inspire leisure of its obligations.

82.2.3 Community Resources

Council received the Minutes of the meeting held on 28 February 2013 (previously circulated) with no matters arising.

82.2.4 Planning and Transportation

Council received the Minutes of the meetings held on 4 February and 4 March 2013 (previously circulated) with two matters arising. Regarding Minute 117.6, Planning Application WSCC/072/12/LU (ADC reference LU/311/12), River Beach Primary School. It was reported that the planning application had been withdrawn and a revised application submitted which proposed alternative vehicle access during construction. This had also attracted further objections and access using land owned by the County Council was being

investigated. Reference was made to Minute 119 and County Councillor Nigel Peters comments on the impact of the proposals by Arun District Council to vary the car parking charges in Littlehampton. It was reported that the District Council had deferred the decision on the proposed changes pending further discussions with the Cabinet Member.

82.2.5 Property and Personnel

Council received the Minutes of the meeting held on 18 February 2013 (previously circulated). The following properties updates were noted;

- The Stage by the Sea had received planning consent.
- Contracts had been exchanged on the sale of the Dairy and completion was expected to take place in the next few weeks. Short term extensions allowing existing tenants extra time to move had been agreed with the new owners.
- The lease on the unit at the Lineside Industrial Estate had been signed and the Amenity Team was preparing to move in.
- Planning permission regarding the demolition of the Church Street offices had been approved and the issue regarding parking spaces resolved.

82.2.6 Performance and Publicity Overview

Council received the Minutes of the meeting held on 12 February 2013 (previously circulated) with no matters arising.

83. OFFICER'S REPORT

83.1 Boundary Review

The Committee considered a report from the Town Clerk (previously circulated) which set out the final recommendations on the New Electoral Arrangements for Arun District Council as they related to the Town Council Wards. The Town Clerk stated that he had not yet received a response to the letter sent to the Local Government Boundary Commission for England in response to the Final Recommendations and would be chasing them for a reply. It was **RESOLVED** that:

The Contents of the report be noted.

83.2 Annual Review of Corporate Risk Assessments

The Committee considered a report from the Town Clerk (previously circulated) which set out details of the annual review of the Risk Register as it related to the Town Councils Strategic policies. It was **RESOLVED** that:

Subject to the correction of typographical errors, the annual review of the Town Councils Risk Registers be endorsed.

84. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

84.1 Shopmobility

Councillor Hulmes reported that he had attended the February meeting of the Group that had considered the impact of increased operating costs. Although it had been decided not to increase equipment charges this year there was concern about future grant reductions. It was noted that the level of grant from the Town Council was fixed until 2014/15.

84.2 Neighbourhood Watch

Members were surprised by recent comments in the quarterly newsletter that were critical of the level of involvement of local Councillors.

84.3 **Bonfire Society**

Councillor Belchamber MBE reported that he had attended the AGM the previous evening. The Society had been advised by the County Council that they proposed to levy a fee for the road closures and directional signs required for the annual parade and he sought the support of the Town Council to get the fee waived. This was supported by Members and it was therefore **RESOLVED** that:

A letter be written to West Sussex County Council asking that the fee for the road closures and directional signs required for the Annual Bonfire Society Parade be waived

84.5 **The Twinning Association**

Councillor Belchamber MBE encouraged Members to become involved in the Association.

84.6 **Homelink**

Councillor Ayres reported that Homelink were in discussion with Arun District Council on a number of issues and advised that she would back to Council when she had more information.

85. **MASTERPLAN – NORTH LITTLEHAMPTON**

There was nothing further to report.

86. **EXEMPT BUSINESS**

It was **RESOLVED** that:

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

86.1 **Standing Orders: Urgent Action**

Council received and noted an Urgent Action to approve the reduction in the sale price for the Diary to reflect the impact of covenants on the land and facilitate a prompt sale.

The meeting closed at 7.13pm.

TOWN MAYOR