

MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 29 NOVEMBER 2012 at 6.30pm

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

2012/2013

47. EVACUATION PROCEDURES

The Mayor and Clerk outlined the evacuation procedures.

48. 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.

49. APOLOGIES

Apologies were received from Councillor Ayres.

50. 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 Neno, Bowyer, Britton, Caffyn, Emberson, Gammon, Northeast, Squires and Dr Walsh all declared personal interests with regard to the Electoral Review of Arun as District Councillors. Cllr Gammon declared a personal interest with regard to the Policy & Finance Committee Minutes 32.2 as a Member of the Licensing Enforcement Committee at Arun District Council. Cllr Squires indicated that he would have a personal and prejudicial interest with regard to the Community Resources Committee Minutes 41.2.2 as an allotment holder, should that Minute be discussed.

51. MINUTES

With the exception of Minute 39 which should read "14th September 2013" the Minutes of the meeting held on 27 September 2012 (previously circulated) were confirmed as a true record and signed by the Mayor.

52. TOWN MAYOR'S REPORT and URGENT ITEMS

52.1 The Mayoral engagement list had previously been circulated to Members setting out an extensive range of functions that had been attended since the last Council meeting. The Mayor also expressed her thanks to the local Primary Schools who had submitted over 100 entries for the Mayoral Christmas Card design competition.

52.2 Localising Council Tax support

The Town Clerk circulated a briefing note detailing the implications for Local Councils following the Government's publication of its decision of how the tax

base would be calculated following the introduction of the Localising Support for Council Tax Scheme. This had a potential significant impact for Town & Parish Councils as at this time there was no guarantee that the grant payable to the Principal Authority to mitigate any loss would be passed on. The Town Clerk explained that if the grant was not passed on the Town Council could face a potential 10% reduction in its 2013/14 budget or a similar increase in the "Band D" figure for Council Tax.

It was **RESOLVED** that:

The Town Clerk write to Arun District Council requesting that the grant should be passed onto the Town Council.

53. PUBLIC FORUM

There were 20 members of public present.

- 53.1 Mr Martin Bartholomew referred to the recent District Council proposals to develop a community garden and growing space on the site of three grass tennis courts at Maltravers Leisure Gardens. Mr Bartholomew asked if the Town Council could insist on a public consultation? The Town Clerk explained that the Town Council had not been consulted to date but would expect to be so. A request had been sent to Arun District Council by Cllr Dr Walsh requesting that all plans for the site be circulated for consultation prior to any further work being undertaken on this project.
- 53.2 A member of the public stated that they hoped that the Town Council would give consideration to environmental design, e.g. solar panels on all properties, being an important aspect of the North Littlehampton development when considering future planning applications. It was hoped that this could give the development an iconic status.

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

There were none.

55. REPORTS OF COMMITTEES – (NON-EXEMPT)

55.1 Recommendations from Committees

55.1.1 Boundary Review

The Committee considered a report and letter to the Local Government Boundary Commission for England (previously circulated). The Town Clerk explained that a revised proposal had been compiled by the Policy & Finance Committee plus an additional amendment by the Town Clerk. The following additional points were requested to be included within the letter:

- Wick & Toddington were two of the oldest hamlets of the Town and sat comfortably together.
- The proposal assisted the identification of areas of deprivation and allowed a cohesive approach to be taken to address this.
- Coterminosity of Town & District wards was seen as hugely important.
- The importance of community identity.
- The inclusion of the Thorncroft Road area re-united the Parish of Wick.

It was **RESOLVED** that:

The response to (Appendix 1) to the Local Government Boundary Commission for England be approved subject to the inclusion of the comments made at the meeting.

55.2 Committee Minutes (Non-Exempt)

55.2.1 Policy and Finance

Council received the Minutes of the meeting held on 15 November 2012 (previously circulated) with one matter arising. Reference was made to the standing Agenda item headed "Masterplan - North Littlehampton" and clarification sought as to which developments this referred to. The Town Clerk confirmed that this was a generic heading for each of the key development areas in the North of the Town including Courtwick.

55.2.2 Community Resources

Council received the Minutes of the meeting held on 11 October 2012 (previously circulated) with no matters arising.

55.2.3 Planning and Transportation

Council received the Minutes of the meetings held on 15 October and 12 November 2012 (previously circulated) with two matters arising.

Reference was made to Minute 72.1 A284 Lyminster Road: Proposed Waiting Restrictions. It was stated that the significant amount of large lorries on the road were having a detrimental effect on local residents and that a weight restriction should be imposed. The Town Clerk confirmed that a response had been sent to the pre-consultation paper and further consultation was expected.

In response to a further question it was noted that four Assets of Community Value applications had been submitted to Arun District Council for consideration.

55.2.4 Property and Personnel

The meeting that was to have been held on 5 November 2012 was cancelled.

55.2.5 Performance and Publicity Overview

Council received the Minutes of the meeting held on 20 November 2012 (previously circulated) with no matters arising.

56. OFFICER'S REPORT

56.1 Code of Conduct and Consequential Changes to Policies

The Committee considered a report (previously circulated)

It was **RESOLVED** that:

- 1. The Code of Conduct be amended as set out in paragraph 3.4 of the report.**
- 2. The Town Clerk be delegated responsibility to make consequential changes to policies and other documents of the Council as a result of amendments to other policies; changes to staff structure or changes to national legislation.**

57. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

Councillor Caffyn reported on Wick Information Centre, who were currently developing their Business Plan and preparing for the Wickmas event on Saturday 15th December.

Councillor Belchamber reported on the River Ward Panel and highlighted that grant funding was available for local community groups.

Councillor Hulmes reported on Arun Co-ordinated Community Transport who were currently focused on concerns regarding a reduction in funding and the re-location of the project. The Town Clerk explained that the Town Council were a keen supporter and long term funder of the organisation but that the Town Council did not have a responsibility to find the project alternative accommodation.

Councillor Gammon reported on Littlehampton Shopmobility who had added to their Management Committee and were making positive progress.

Councillor Gammon also reported on the Citizens Advice Bureau who were experiencing a transition period between contracts.

58. COMMITTEE MEMBERSHIP AND VICE-CHAIRS

58.1 Members considered a proposal to change the Vice-Chair of the Policy and Finance Committee. Councillor Hulmes proposed that the decision should wait until after the forthcoming By-Election in River Ward. This proposal was not seconded. Councillor Bowyer proposed Councillor Weston as Vice-Chair which was duly seconded by Councillor Long. This was approved on a show of hands.

58.2 Members also considered a proposal by Councillor Bowyer and seconded by Councillor Long for Councillor Hulmes to replace Councillor Gammon as the Brookfield Ward Member for the Planning and Transportation Committee, with Councillor Belchamber MBE becoming Vice Chair. The proposal was carried on a show of hands.

It was **RESOLVED** that:

1. Cllr. Weston be appointed as the Vice-Chair of the Policy and Finance Committee.

2. Cllr. Hulmes replaced Cllr. Gammon as the Brookfield Ward Member for the Planning and Transportation Committee.

3. Cllr. Belchamber MBE became Vice Chair of the Planning and Transportation Committee.

59. MASTERPLAN – NORTH LITTLEHAMPTON

59.1 The Section 106 and Land Transfer for North Littlehampton was to be signed off imminently.

60. EXEMPT BUSINESS

There was none.

The meeting closed at 7.18 pm

TOWN MAYOR