



**MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 24 NOVEMBER 2011 at 6.30pm**

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

**2011/2012**

**29. EVACUATION PROCEDURES**

The Mayor outlined the evacuation procedures.

**30. 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.

**31. APOLOGIES**

Apologies were received from the Deputy Mayor (Councillor Neno) and Councillor Northeast.

**32. 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 Squires indicated that should the matter arise, he would declare a personal interest with regard to planning application LU/291/11, 2 Meadow Way, as he knew the owner of that property.

**33. MINUTES**

The Minutes of the meeting held on 22 September 2011 and the Extraordinary meeting held on 13 October 2011 (previously circulated) were confirmed as a true record and signed by the Mayor.

**Planning and Transportation Committee: Start Time**

As a point of order, clarification was sought for the reason for the change of start time for the Planning and Transportation Committee from 6.30 to 7.00pm. Two versions had previously been reported. The Clerk clarified that the reason that Council had approved the time charge was because of a clash with a meeting at Arun District Council, which involved a significant number of Members of that Committee. He then went on to explain that the "six month rule" had now passed and that if Council were unhappy about this matter they could refer it back to the Planning and Transportation Committee for further consideration. This was agreed as the best way forward and it was **RESOLVED** that:

**The Planning and Transportation Committee be asked to review their start time, with a view to bringing it into line with other Council Committees.**

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

The Town Mayor reported that he had had a busy time since the last meeting of Council and outlined some of the engagements that he had attended. These included a fundraising committee for Littlehampton Fort; the Neighbourhood Watch and Citizens Advice Bureau AGMs; Littlehampton Child Contact Centre AGM; Littlehampton Musical Comedy; Bognor Regis Civic Service; Mewsbrook Short Mat Bowls; the receipt of a trophy from the Companions Club; Littlehampton Bonfire, where the sum raised had been £9,110, up £1,422 on 2010 and a meeting with the Duchess of Norfolk at Shopmobility. He then thanked everyone for attending Armistice Day and Remembrance Sunday events and looked forward to the switch-on of the Christmas Lights on 25 November and visiting Number 10 Downing Street to deliver the Hospital petition. Lastly he thanked the Deputy Mayor for deputising for him when he was double booked.

**35. PUBLIC FORUM**

**35.1** The Clerk reminded Members of the Council and public that the Council was currently under the purdah arrangements given the forthcoming by-election for the River Ward.

**35.2** Mrs Carol Humphrey was concerned with regard to both the cutting back of resources for the Town Show and Family Fun Day and also a proposal to move the Show date to August from 2013. She explained that moving the date would mean that it clashed with the Rustington Show. The current date of the second Saturday in September had been that way for the last nineteen years. She believed that August would significantly impact on the schedule. Another concern that appeared to have been raised was the need to attract more children to participate in the horticultural element of the Show. She emphasised that this was already well supported by young people and believed that the Show should remain in September. She sought assurances from the Council that the date would not change.

The Chair of the Community Resources Committee explained the reasons for these decisions which were to allow an additional Diamond Jubilee event to be resourced. She was optimistic that this would not affect the number of entries.

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

There were none.

**37. OFFICER'S REPORT**

**37.1 Planning and Transportation and Performance and Publicity Overview Committees**

**37.1.1** The Clerk reported that following the resignation of Councillor Hulmes from two committees, there were now vacancies on the Planning & Transportation and Performance & Publicity Overview Committees.

Councillor Bowyer was duly proposed and seconded to serve on the Planning and Transportation Committee and Councillor Britton proposed and seconded to join the Performance and Publicity Overview Committee. Councillor Hulmes was then also duly proposed and seconded to sit on both of these Committees. On this basis, Councillor Britton withdrew his candidature to allow Councillor Hulmes to fill that position. On being put to the vote, it was **RESOLVED** that:

**Councillor Bowyer be appointed as the Brookfield representative on the Planning and Transportation Committee.**

**37.1.2** Councillor Hulmes then withdrew his candidature for the Performance and Publicity Overview Committee and Councillor Britton was again duly proposed and seconded. With no other candidates, it was **RESOLVED** that:

**Councillor Britton be appointed to the Performance and Publicity Overview Committee.**

**37.1.3** Regarding the appointment of a Vice-Chair for the Planning and Transportation Committee, it was **RESOLVED** that:

**This position not be filled until the next meeting of Council.**

**37.2 Representative on Arun Council for Voluntary Service (ACVS)**

The Clerk reported that Councillor Ayres has indicated that she would be standing down as the Town Council's representative on ACVS. Given the forthcoming merger of the Arun and Chichester bodies, it was **RESOLVED** that:

**No further appointment be made and that the Community Resources Officer continue to monitor the ACVS and its links with Littlehampton.**

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

**38.1 Recommendations from Committees**

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

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

**38.2.1 Policy and Finance**

Council received the Minutes of the meeting held on 31 October 2011 (previously circulated) with no matters arising.

**38.2.2 Community Resources**

Council received the Minutes of the meeting held on 20 October 2011 (previously circulated) with one correction namely that the declaration of a personal interest by Councillor Dr Walsh (Minute 36.3) related to his

involvement with the Littlehampton Swimming Club rather than Littlehampton Cricket Club.

### **38.2.3 Planning and Transportation**

Council received the Minutes of the meetings held on 10 October and 7 November 2011 (previously circulated) with no matters arising.

### **38.2.4 Property and Personnel**

Council received the Minutes of the meeting held on 24 October 2011 (previously circulated) with one matter arising. Councillor Dr Walsh sought confirmation with regard to the Youth Services/Project 82 Review regarding conversations he had had as a member of the County Council. He had been informed that matters were progressing well with regard to the Community Action Pilot and discussions between the two councils with regard to Youth Services. The Town Clerk responded that he had heard these comments, which had been broadcast live on the County Council's website, with an element of surprise, given the withdrawal of the Town Council from the Community Action Pilot process.

### **38.2.5 Performance and Publicity Overview**

Council received the Minutes of the meeting held on 8 November 2011 (previously circulated) with one matter arising.

#### **Minute 29.2 Information Boards**

In response to a query seeking an update on the information boards for the High Street, the Chair of the Committee explained that she'd had a meeting this week where she had been joined by Councillors Dr Walsh and Northeast and officers had now been given a specific description of what was wanted. It was anticipated that notice boards would fit in with the existing street furniture.

## **39. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

### Wick Information Centre

Councillor Caffyn reported that Mr David Jones had resigned after 8 years on the Committee as he was overly committed on other voluntary works. The Information Centre had thanked the Town Council for their continued support. She highlighted the Wickmas event that was to be held on 17 December and reported that the computer course previously mentioned had commenced in September.

### Homelink

Councillor Ayres reported that the Homelink had moved from The Ark to the former Fabric shop in the Arcade. The charity had obtained £40,000 for a rent deposit scheme in Bognor Regis. Responding to a concern raised with regard to the relocation of the Ark to the Arcade and a question as to whether it would require planning permission, Councillor Ayres explained that the facility was more of a help/advice centre than a drop-in. However, it was thought that it would be better located in a health related building rather than the town centre and Councillor Ayres agreed to raise this with the charity.

### Littlehampton Shopmobility

Councillor Ayres was pleased to report that the charity had obtained a significant grant of £9,000 for computer equipment which would include ongoing training to the manager.

### Sussex Association of Local Councils

Councillor Hulmes had attended the Annual General Meeting of SALC and had received an update on the Localism Bill.

Sussex Rural Community Council

Councillor Hulmes had attended the SRCC AGM who were opposed to large scale building developments but preferred, where these were to take place, for them to be in larger towns such as Littlehampton and Bognor Regis. This concerned him.

Wick and Toddington Police Neighbourhood Management Forum

Councillor Hulmes had attended this forum where the deregulation of waiting restrictions had been discussed. The traffic regulation order for Courtwick Lane had also been discussed.

**40. MASTERPLAN – NORTH LITTLEHAMPTON**

Council noted an update from the Town Clerk explaining the imminent Development Control Committee meeting to consider North Littlehampton and an update regarding the Morrison's application which was due to be considered in February 2012.

**41. 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.**

**42. EXEMPT MINUTES**

The Exempt Minutes of the Extraordinary Council meeting held on 13 October 2011 (previously circulated to Members of the Council only) were confirmed as a true record and signed by the Mayor.

**43. OFFICERS' REPORTS (CONFIDENTIAL)**

**43.1 Church Street/Housing Office**

The Town Clerk reported that some District Councillors were looking to call in the decision of Cabinet not to accept the Town Council's offer on the basis that other Arun District Council policies had not been taken into account when making that decision. Members were extremely disappointed with the position taken by the District Council, but thought it important to keep an open dialogue on this matter. It was **RESOLVED** that:

**The position be noted.**

The meeting closed at 7.32pm

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**TOWN MAYOR**