Littlehampton Town Council

Manor House • Church Street • Littlehampton • West Sussex BN17 5EW
Telephone: 01903 732063 • Facsimile: 01903 731690
ltc@littlehampton-tc.gov.uk • www.littlehampton-tc.gov.uk

Town Clerk – Peter Herbert

23rd March 2016

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 31st MARCH 2016** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2015/2016

1. **EVACUATION PROCEDURES**

2. **FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
   During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. **APOLOGIES**

4. **DECLARATIONS OF INTEREST**
   Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

   You should declare your interest by stating:
   (a) the item you have the interest in
   (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
   (c) (i) whether it is a personal interest and the nature of the interest
   (ii) whether it is also a prejudicial interest
   (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

   You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. MINUTES

To confirm the Minutes of the meeting held on 28th January 2016 circulated herewith.

6. TOWN MAYOR'S REPORT and URGENT ITEMS

7. PUBLIC FORUM

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.

8. PRESENTATION FROM ARUN WELLBEING

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

9.1 Traffic Regulation Order - Waiting Restrictions on Arun Parade and Pier Road, Littlehampton – consultation attached for consideration.

10. REPORTS OF COMMITTEES – (NON-EXEMPT)

10.1 Recommendations from Committees – report attached.

The report brings together the Recommendations from Committees that need approval by Council.

10.2 Committee Minutes (Non-Exempt)

10.2.1 Policy and Finance

To receive the Minutes of the meeting held on **14th March 2016** – circulated herewith - at which the following items were discussed;

Minutes –

(43.1) District Council design focus groups
(43.2) Littlehampton signage
(43.3) Littlehampton miniature train concession
(43.6) Lack of shelters between the Look and Sea Centre and the pier head
(43.7) Use of empty shop windows to flag up attractions in the town
(43.8) The Tamarisk Centre
(43.9) Condition of the grasses on the new river promenade
(43.10)Estate agent's boards on South Terrace
(44.1) Standing Orders: Urgent Actions
(44.2) WSCC Community Support Teams Review
(44.3) Annual Report of the Independent Monitoring Board at HMP Ford
(44.4) Gatwick Area Conservation Campaign
(44.5) Arun District Association of Local Councils
(44.6) Town Centre Traders
(44.7) Local Policing Programme Update
(44.8) Reception Area Public Computer
(44.9) Town Council Priorities
(45.1) Committee Finance Report
(45.2) Annual Investment Strategy 2016/17
(45.3) Expenses Claims
(45.4) Procurement Policy

(46) Masterplan – North Littlehampton
(48.1) Council Photography

10.2.2 Community Resources

To receive the Minutes of the meeting held on **11th February 2016** – circulated herewith - at which the following items were discussed;

Minutes –

(64.1) The future of the Tamarisk Centre
(64.3) The positioning of the new leisure facilities on the swimming pool site
(64.5) Allocation of responsibilities at the District Council relating to the provision of leisure and tourism services in the District
(64.7) Future transport links to the leisure facilities on the seafront
(64.9) The Trinidad Allotment Gate
(65) Littlehampton Sports Forum
(66) Allotment Working Group
(67.1) Standing Orders: Urgent Actions
(67.2) Project 82 Periodic Report
(67.3) Museum Periodic Report
(67.4) Events and Tourism Periodic Report
(67.4.1) Celebrations for the 90th birthday of Her Majesty the Queen
(67.4.2) Armed Forces Day
(67.4.3) Screen on the Green
(67.4.4) Extra Event for 2016
(67.4.5) Tourism Initiatives 2016
(67.5) Financial Awards for Sporting Excellence 2015
(67.6) Sport and the Arts Community Event Grants
(67.7) Trinidad Allotment Gate
(67.8) Keystone Centre
(68.1) Finance Report 2015/16
(69) Masterplan – North Littlehampton
(71.1) Christmas Lights

10.2.3 Community Resources

To receive the unconfirmed Minutes of the meeting held on **17th March 2016** – circulated herewith - at which the following items were discussed;

Minutes –

(78.1) Littlehampton signage
(78.3) Replica Climping style Stater coins
(78.4) Christmas Lights
(78.6) High Street lights
(78.8) Cycling signage on the new river walkway
(79.1) Museum Periodic Report
(79.2) Events and Tourism Periodic Report
(79.3) Keystone Centre
(80) Town Council Priorities
(81) Masterplan – North Littlehampton
(82) Project 82 Service Review
(84) EXEMPT REPORT - Merit Awards

10.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **8th February 2016** – circulated herewith - at which the following items were discussed;

Minutes –

(130.1) Local Plan Objectively Assessed Needs Hearing
(131.1) 700 bus service
(131.5) Damage to the Grade II Listed telephone box at Norfolk Gardens and the condition of the post boxes in Wick
(132.1) Planning Applications – Lists 2,3,4 and 5.
(133.1) No.12 Bus Update
(133.2) Highways and Transport Integrated Works Programme 2016/2017
(133.3) A259 Corridor Improvement Works Consultation
(133.5) The Adoption of New Roads
(134) The England Coast Path
(135) Masterplan – North Littlehampton
(137.1) EXEMPT REPORT - Update on Littlehampton Bus Services

10.2.5 Planning and Transportation

To receive the Minutes of the meeting held on **7th March 2016** – circulated herewith - at which the following items were discussed;

Minutes –

(143.1) Changes to the opening hours of railway ticket offices
(144.3) ADC Littlehampton Regeneration Focus Group Sessions
(145.1) Planning Applications – Lists 6,7,8 and 9.
(146) Town Council Priorities
(147.1) Update on Bus Provision
(147.2) The Future of the 3in1 Card Concessionary Travel Scheme
(148) The Adoption of New Roads
(149) Sea Defence Conference
(150) Masterplan – North Littlehampton

10.2.6 Property and Personnel

To receive the Minutes of the meeting held on **22nd February 2016** – circulated herewith - at which the following items were discussed;

Minutes –

(42.1) Temporary cover on the Manor House Reception
(42.3) Removal of Inspire Leisure signage from key leisure sites in Littlehampton
(44.1) Standing Orders: Urgent Actions
(44.2) Staff Sickness
(44.3) Town Council Priorities
(44.4) Manor House Structural Investigation
(44.5) Manor House Energy Efficiency Report
(44.6) Littlehampton Twinning Association
(44.7) Committee Meeting Dates 2016/17
(45.1) Committee Finance Report
(46) Masterplan – North Littlehampton
(48.1) EXEMPT REPORT - Staffing Update

10.2.7 Property and Personnel (Extraordinary Meeting)

The Minutes of the meeting held on 24th March 2016 will be included in the papers for Full Council on 19th May 2016. However, the report that was considered by the Committee on staffing is the subject of an exempt item on this agenda.

10.2.8 Governance and Audit

To receive the Minutes of the meeting held on **9th February 2016** – circulated herewith - at which the following items were discussed;

Minutes -

(29.1) Standing Orders and Committee Delegations Update
(29.2) Financial Regulations update
(29.3) Complaints and Contacting the Council
(29.4) Internal Audit Report 2015/16
(29.5) Annual Review of Corporate Risk Registers
(29.6) Annual Review of Internal Controls
(29.7) Procurement Policy
(29.8) External Audit Procurement
(30) Masterplan – North Littlehampton

11. OFFICERS REPORTS

11.1 Mayor's Discretionary Grant Fund – report attached.

12. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

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

13. MASTERPLAN – NORTH LITTLEHAMPTON

14. EXEMPT BUSINESS

It is **RECOMMENDED** 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.

15. OFFICERS EXEMPT REPORT

15.1 STAFFING UPDATE

Members are asked to bring with them the exempt report considered by the Property and Personnel Committee on 24th March 2016. Any amendments to the recommendations put to that Committee will have been circulated separately.

Littlehampton Town Council

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Town Clerk – Peter Herbert

MINUTES of the **ORDINARY MEETING** of the **TOWN COUNCIL** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 28 JANUARY 2016** at **6.30pm**

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

2015/2016

59. EVACUATION PROCEDURES
The Mayor outlined the evacuation procedures.

60. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

61. APOLOGIES
There apologies from Councillors Calvert, Gammon, Purchese and Rickeard.

62. 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 Buckland and Dr Walsh KStJ declared personal interests as District and County Councillors across the agenda in matters relating to the District and County Council. Councillors Ayres, Northeast and Warren QVRM declared personal interests as District Councillors in matters relating to the District Council.

63. MINUTES
The Minutes of the meeting held on 19th November 2015 (previously circulated) were confirmed as a true record and signed by the Mayor.

64. TOWN MAYOR'S REPORT and URGENT ITEMS
The Mayoral engagement list was circulated to Members and set out the range of functions since the last Council meeting.

65. PUBLIC FORUM
There was one member of the press present.

66. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL
There were none.

67. REPORTS OF COMMITTEES – (NON-EXEMPT)

67.1 Recommendations from Committees

The Council had before it the minutes of the Policy and Finance and Planning and Transportation Committee's discussions regarding the implementation of Controlled Parking Zones (CPZs) in the Town. The Town Clerk explained that as a result of representations received from residents at the last Full Council meeting, these Committees had been charged with reassessing the Town Council's opposition to a consultation on the possible introduction of a CPZ in the Town centre. The review had highlighted the changes which had occurred in recent years as a result of an increase in residential occupation within the Town Centre itself and the rising demand for parking in the streets surrounding the Town. This emphasised the need for a more bespoke solution to the increasing problems caused by the rising demand for parking in the areas surrounding the Town Centre which could only be achieved by adopting a multi council approach. Members fully supported the recommended way forward and Council therefore unanimously **RESOLVED** to:

Encourage the relevant authorities to investigate all the options and work together to develop a coherent strategy for the long term resolution of parking issues faced by residents and visitors coming into the area, encompassing all options including CPZs.

67.2 Committee Minutes (Non-Exempt)

67.2.1 Policy and Finance

Council received the Minutes of the meeting held on 21 December 2015 (previously circulated) with no matters arising.

67.2.2 Community Resources

Councillors Buckland and Dr Walsh KStJ declared personal interests as in the following matter as Members of the Littlehampton Harbour Board.

Council received the Minutes of the meeting held on 10th December 2015 (previously circulated). Regarding Minute 57.1, the Ferry, Councillor Buckland drew Members attention to the District Council's policy regarding commercial advertising on the new East Bank river wall which was not permitted. Whilst this was considered a matter for operator, there was concern that this could restrict efforts to publicise the service. Members noted that "A" Boards were permitted and that advertising was possible on the stretch of the walkway from the Harbour Board office up to the Empress Bar.

67.2.3 Regarding Minute 53.10, the Christmas Lights Working Group, it was reported that the District Council had been criticised in the Bognor Regis press over expenditure on Christmas lights in Littlehampton. Reporting on the first meeting of the Working Party, Councillor Dr Walsh KStJ stated that good positive feedback had been received regarding the recent Christmas lights display in the Town Centre. It was noted that plans to enhance the display for this year, within the current budget, were progressing well.

67.2.4 Regarding Minute 51.1, Armed Forces Day and the plans for this year's event. It was expected that more stringent rules controlling aerobatic displays would be introduced following the Shoreham air show crash. It was noted that the

flight path for displays at the Littlehampton event was over the sea and therefore presented less of a risk to the public. Displays would however continue to be risk assessed in accordance with the regulations at the time of the event. In view of the uncertainty surrounding the future of aerobatic displays and the proximity of the river and the sea, it was suggested that the availability of naval themed activities be explored. The difficulties in securing representation from the Services were acknowledged and Members also wished to ensure that the community had the opportunity to show its support for the work of the Forces. It was noted that an initial meeting of the Events Working Group had taken place and that plans for this year's event were focussed on expanding the range of activities, fully utilising both the East and West Greens on the sea front. Recommendations regarding the plans for the 2016 event would be presented to the Community Resources Committee for consideration at their next meeting.

67.2.5 Regarding Minute 50.1, the Tamarisk Centre, the Mayor stated her support for the views expressed from the public gallery supporting the retention of a central hub providing day activities for older people. It was understood that the County Council and the District Council were still investigating options for future service provision and that Age UK West Sussex would continue to provide day activities for older people in the area until 2017.

67.2.6 Regarding Minute 53.5, the Millennium Beacon, it was noted that beacons throughout the country would be lit in celebration of Her Majesty The Queen's 90th Birthday on Thursday 21st April 2016. Confirmation of the timings was awaited and it was anticipated that the Stage by the Sea would form part of an event. Other events throughout the country were also being planned. The Town Council wished to support local communities who were planning events and guidance from the District Council regarding planning street parties and other initiatives was awaited.

67.2.7 Planning and Transportation

Council received the Minutes of the meeting held on 7th December 2015 (previously circulated) with no matters arising.

67.2.8 Planning and Transportation

Council received the Minutes of the meeting held on 11th January 2016 (previously circulated) with no matters arising.

67.2.9 Property and Personnel

Council received the Minutes of the meeting held on 14th December 2015 (previously circulated). Regarding Minute 33.2, the Manor House Structural Investigation, it was noted that the deficiencies in the structure of the Manor House related to the age and method of construction. The Town Clerk stated that maintenance issues had also recently come to light and that the maintenance programme was under review.

67.2.10 Governance and Audit

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

68. OFFICER'S REPORT

68.1 Full Council Budget 2016/17

68.1.1 The Town Clerk presented a report which set out the proposed Council Budget for 2016/17 and Projected Budgets for 2017/8 and 2018/9 (previously circulated). He explained that each Standing Committee had considered its

budget in relation to its remit. Their recommendations formed the final budget that was presented to the Policy and Finance Committee for consideration. It was noted that the figures included provision for the loss of the Localisation of Council Tax Support Grant and that future financial planning would be based on inflationary pressures. Council was also asked to consider two further recommendations which sought approval for a subscription required by Project 82 and changes to the invoice authorisation process to bring it into line with the Town Council's Financial Regulations and Standing Orders. It was noted that these changes did not impact on the precept.

68.1.2 The Chair of the Policy and Finance Committee proposed that the draft Full Council Budget for 2016/17 and Projected Budgets for 2017/18 and 2018/19, as set out in Appendix 1 attached to the report, be approved. He stated that this was the first budget of the new administration and would allow the Town Council to maintain, and in some cases enhance, existing services, make provision for an extra event and continue to make grant funding available to support voluntary organisations in the community. Prudent management of funds previously had also allowed the Town Council to prepare for reductions in grant support whilst limiting the impact on its share of Council Tax.

68.1.3 He went on to state that the proposed Precept for 2016/17 was £1,014,746 would result in a 1% / £1.13 per annum increase on Band D Council Tax. The proposed Band D Council Tax would therefore be £114.57 per annum, compared with £113.44 in 2015/16. In conclusion he thanked the Town Clerk and Officers for their assistance and fellow Councillors for their support throughout the process and commended the draft Full Council Budget for 2016/17 and Projected Budgets for 2017/18 and 2018/19 to Members for approval. The Council therefore unanimously **RESOLVED** that:

(1) The addition of a £200 subscription budget to the Community Resources Committee's Project 82 budgets be approved.

(2) That the budget for 2016/17 setting a Precept of £1,014,746.

(3) The projected budgets for 2017/18 and 2018/19 be noted.

(4) The existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council expenditure (6.1) be approved.

68.2 Council and Committee Dates 2016/17

Council received and considered a draft calendar of dates (previously circulated) for the 2016/7 meeting cycle. In view of the uncertainty surrounding the timing of the beacon lighting on 21st April to mark the 90th Birthday of HM, The Queen, Members considered it would be sensible to reschedule the Annual Town Meeting to 28th April 2016. It was also noted that the reserve dates for Council scheduled for 25th February 2016 and 23rd February 2017 would not be required going forward. Council therefore **RESOLVED** that:

Subject to the changes highlighted above, the Draft Council and Committee dates for 2016/17 be approved.

69. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

69.1 Arun Co-Ordinated Community Transport (ACCT)

As the Town Council's nominated representative on the ACCT, Councillor Warren QVRM tabled a summary of the meeting he had recently attended (copy attached to the minutes). He reported that the Group was moving forward positively and that a new bus was expected in April. New avenues of funding were being researched to make up the shortfall in the grant from the County Council and the Business Plan had been finalised and a copy delivered to the Town Council.

69.2 The Wick Information Centre

Councillor Squires reported that the Wickmas 2015 event had been very successful and that £1300 had been raised for local good causes. The Centre was currently looking for a volunteer to cover the morning sessions and the Manager had recently received recognition from the Companions Club for her work. It was noted that Mrs Squires was running in the London Marathon and Members wished her well.

69.3 Town Merit Awards

Members were reminded that the deadline for nominations was 1st March 2016.

69.4 Members also wished to acknowledge the fund raising efforts of Councillor Blanchard-Cooper whose Christmas Lights Open House event had raised £450 in for a local cancer charity.

70. MASTERPLAN – NORTH LITTLEHAMPTON

70.1 The Town Clerk reported that the capital receipt in respect of the sale of land at the Worthing Road allotment site was imminent.

70.2 Regarding the allocation of street names in the North Littlehampton development, it was suggested that the names of long serving local Councillors be put forward for consideration. It was thought that this was part of the Towns' heritage and could be used on link roads between the new estates and the Town. It was also observed that in view of the need to foster a sense of community within the new developments, a more coordinated approach to street naming was required.

71. The Late Mr Philip Rollason and the Late Mr John Sharwood

The Mayor reported that Mr Rollason and Mr Sharwood had both recently passed away. Both men had made a significant contribution to the Town. Mr Rollason was the Town Council's Executive Officer between 1994 and 1997 and subsequently became Town Clerk. Mr Sharwood was a former Chief Executive and Harbour Master of the Littlehampton Harbour Board. On behalf of the Council and Town she extended her sympathies to their families and friends and Council observed a minute's silence to remember both men.

72. EXEMPT BUSINESS

There was none.

The meeting closed at 7.30pm.

_____ **TOWN MAYOR**

From: Martin Moore [mailto:martin.moore@westsussex.gov.uk]
Sent: 10 March 2016 11:14
Subject: Waiting Restrictions on Arun Parade and Pier Road, Littlehampton

Dear Sirs,

West Sussex County Council proposes to make a permanent Traffic Regulation Order that will reflect recently made changes to the parking restrictions on those roads. These changes were made to accommodate highway improvement works installed as part of the Littlehampton Flood Defence Scheme.

The restrictions enacted by this Order have already been installed and consist of an extension to the previous length of double yellow lines at the northern end of Arun Parade and the southern end of Pier Road. The layout of the parking bays at the southern end of Arun Parade was also changed to accommodate a new pedestrian crossing point.

These changes have already been installed as part of the construction of the scheme and the proposed Order therefore makes no changes to the layout of the restrictions presently in place.

Below is a link to the TRO Team's consultation web page, containing plans showing the restrictions, the public notice, statement of reasons for proposing the Order, and the draft Order itself. I should be grateful if you could accept this message as the formal consultation on the proposed new Order. If you wish to make any comments or objections to the scheme, please make them to me by e-mail before 31 March 2016.

https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/

I hope this is all in order but if you have any queries about this matter please do not hesitate to contact me.

Yours faithfully

Martin Moore

Martin Moore
Legal Officer – TRO Team
Residents' Services – Highways and Transport
West Sussex County Council

CALL IM EMAIL
Location: 1st Floor, Northleigh, County Hall, Chichester, PO19 1QT
Contact: Internal: 26335 | **External:** +44 03302 226335 | **E-mail:** **martin.moore@westsussex.gov.uk**

Report a problem with a road or pavement or raise a highways related enquiry

Follow us at @WSHighways

TRAFFIC REGULATION ORDER (TRO) CONSULTATION

JEA9005MM – Arun Parade, Littlehampton

10/3/16 – 31/3/16

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WEST SUSSEX COUNTY COUNCIL
((ARUN DISTRICT) (PARKING PLACES & TRAFFIC REGULATION) (CONSOLIDATION) ORDER 2010)

(LITTLEHAMPTON: ARUN PARADE AND PIER ROAD AMENDMENT) ORDER 2016

West Sussex County Council in exercise of their powers under Sections 1 (1) 2 (1) and (2), 4 (2), 45, 46, 49 and 53 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the Act") as amended and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby make the following Order:-

1. This Order shall come into operation on the ***** day of ****** 2011 and may be cited as "West Sussex County Council ((Arun District) (Parking Places & Traffic Regulation) (Consolidation) Order 2010) (Littlehampton: Arun Parade and Pier Road Amendment) Order 2016".

2. The "West Sussex County Council (Arun District) (Parking Places & Traffic Regulation) (Consolidation) Order 2016" is hereby amended by the replacement of the plans specified in the First Schedule to this Order, with the plans specified in the Second Schedule, attached hereto.

FIRST SCHEDULE
Plans to be Replaced

TQ0201NES (Issue Number 3)
TQ0201SEN (Issue Number 1)

SECOND SCHEDULE
Replacement Plans

TQ0201NES (Issue Number 4)
TQ0201SEN (Issue Number 2)

THE Common Seal of THE)
WEST SUSSEX COUNTY COUNCIL)
was hereto affixed the)
)
day of 2016)
)
)
)
)
Authorised Signatory)
JEA9005-MM

West Sussex County Council
(Arun District) (Parking Places & Traffic Regulation) (Consolidation) Order 2010)

(Littlehampton: Arun Parade and Pier Road Amendment) Order 2016

STATEMENT OF REASONS
FOR PROPOSING TO MAKE THE ORDER

West Sussex County Council proposes to make a permanent Traffic Regulation Order that will amend the Traffic Regulation Order enacting the waiting restrictions on Arun Parade and Pier Road in Littlehampton to reflect recently made changes to the parking restrictions on those roads. These changes were made to accommodate highway improvement works installed as part of the Littlehampton Flood Defence Scheme.

The Littlehampton Flood Defence Scheme involved major works to raise the height of flood defences on the bank of the River Arun. The construction of these new flood defences created a new pedestrian walkway along the river and in association with these works the junction of Arun Parade with Pier Road was re-profiled. To maintain safety at the re-profiled junction the lengths of the existing double yellow lines at this location were extended. This was to prevent cars parking too close to the junction and obstructing newly constructed pedestrian crossing points.

A further pedestrian crossing point was constructed at the southern end of Arun Parade and to accommodate this it was necessary to create a gap in the existing parking bays at this location.

All of these changes to the restrictions were installed during construction of the scheme and it is now proposed to amend the Order enacting parking restrictions in Littlehampton to match the new layout. The proposed Order therefore makes no changes to the restrictions already in place in the area.

The new Order is therefore proposed to improve the amenities of the area through which the affected lengths of roads run and to avoid danger to persons or traffic using the affected lengths of roads.

The attached drawings, numbered TQ0201NES and TQ0201SEN show the lengths of roads affected by the proposed Order.

Director of Law, Assurance & Strategy
3 March 2016

JEA9005-MM

West Sussex County Council
(Arun District) (Parking Places & Traffic Regulation) (Consolidation) Order 2010)

(Littlehampton: Arun Parade and Pier Road Amendment) Order 2016

NOTICE is hereby given that West Sussex County Council proposes to make a permanent Traffic Regulation Order under the provisions of the Road Traffic Regulation Act 1984, the effect of which will be to amend the Traffic Regulation Order enacting the waiting restrictions on Arun Parade and Pier Road in Littlehampton to reflect recently made changes to the parking restrictions on those roads. These changes were made to accommodate highway improvement works installed as part of the Littlehampton Flood Defence Scheme.

The restrictions enacted by this Order have already been installed and consist of an extension to the previous length of double yellow lines at the northern end of Arun Parade and the southern end of Pier Road. The layout of the parking bays at the southern end of Arun Parade was also changed to accommodate a new pedestrian crossing point.

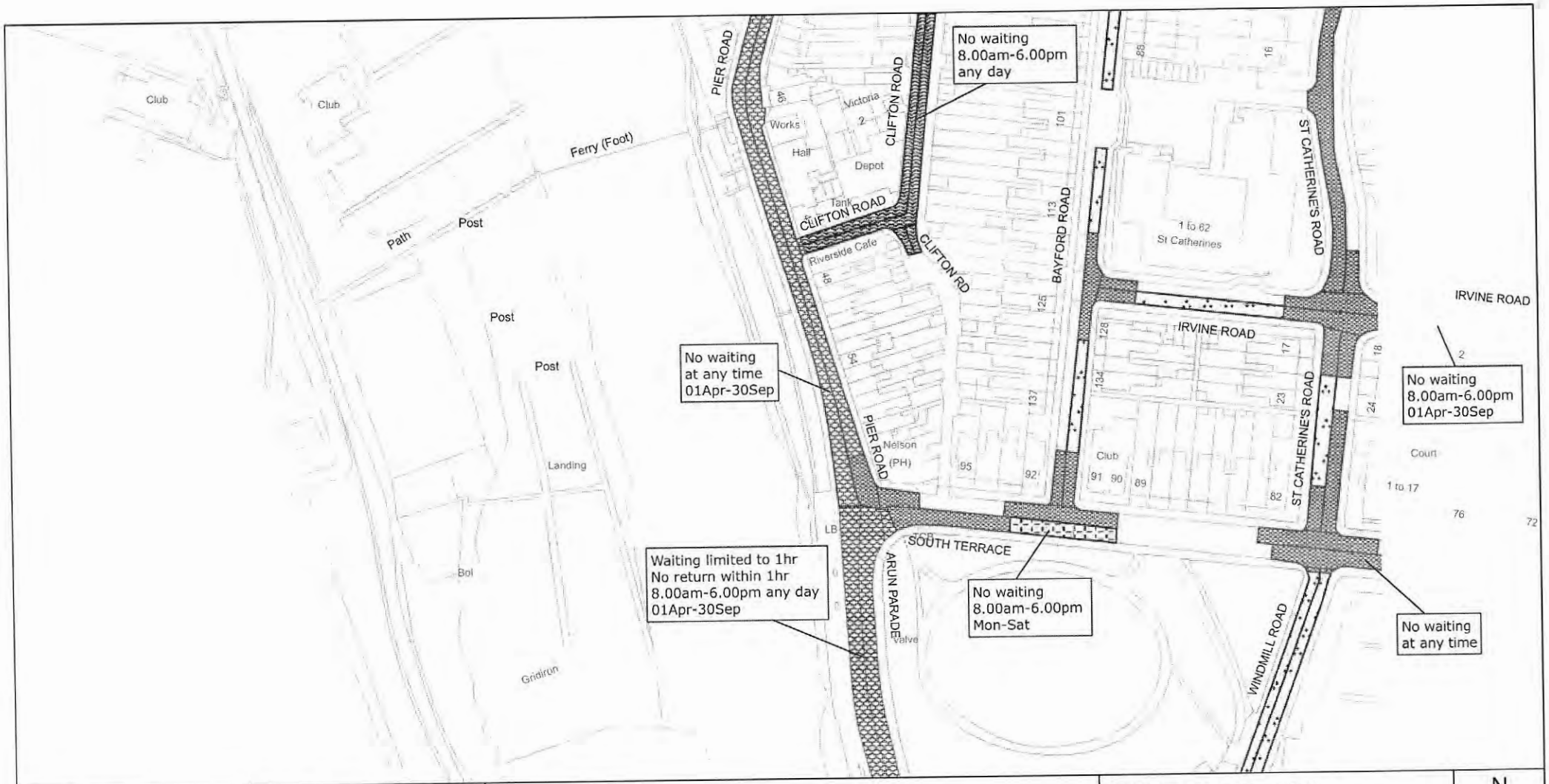
These changes have already been installed as part of the construction of the scheme and the proposed Order therefore makes no changes to the layout of the restrictions presently in place.

Full details of the proposals in this notice can be viewed on our website at www.westsussex.gov.uk. The website includes a response form for any comments or objections.

The documents may also be inspected at County Hall Chichester, during normal office hours, and at Littlehampton Library, Maltravers Road, Littlehampton during normal library opening hours.

Any comments or objections about the proposal must be received before 31 March 2016. These may be submitted via the response form on the website mentioned above, by e-mail to tro.team@westsussex.gov.uk or in writing to TRO Team, West Sussex County Council, The Grange, Tower Street Chichester, PO19 1RH. For legal reasons, only correspondence including a full name and address will be considered. Please quote reference JEA9005-MM in all correspondence.

Dated this 10th day of March 2016.
Director of Law, Assurance and Strategy, County Hall, Chichester.



west sussex county council

West Sussex County Council
Infrastructure
The Grange
Tower Street
Chichester
West Sussex
PO19 1RH

ARUN DISTRICT: LITTLEHAMPTON

WAITING RESTRICTIONS

TILE REF NO:
TQ0201NES

SHEET ISSUE NO 3

SHEET ACTIVE FROM - 20/06/2011

N

SCALE:
1:1250
at A3 size

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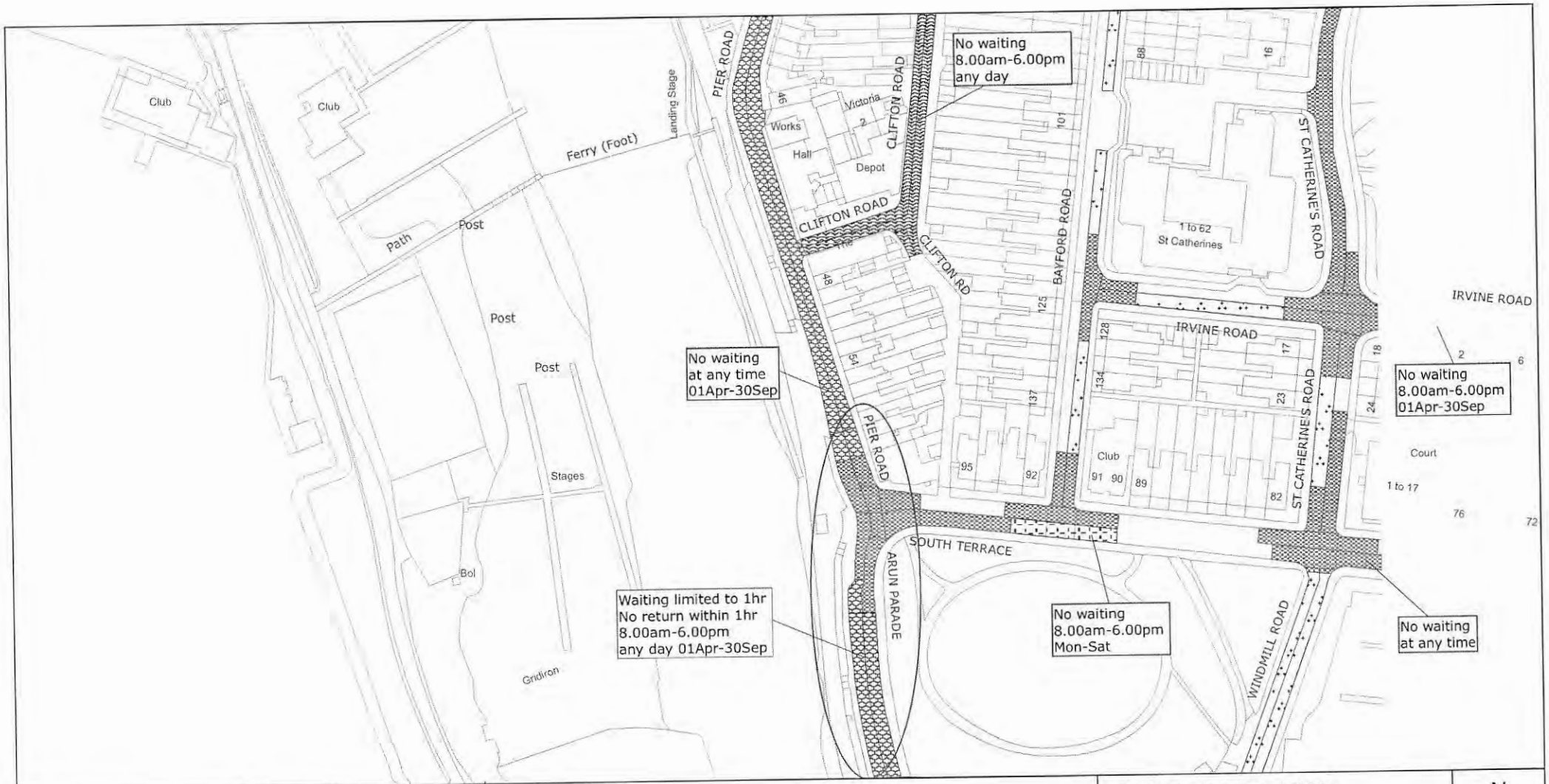

west sussex county council

West Sussex County Council
Highways & Transport
The Grange
Tower Street
Chichester
West Sussex
PO19 1RH

ARUN DISTRICT: LITTLEHAMPTON

PROPOSED WAITING RESTRICTIONS (03.02.2016)

TILE REF NO:
TQ0201NES

SHEET ISSUE NO 4_JEA9005
SHEET ACTIVE FROM - DD/MM/YYYY

N

SCALE:
1:1250
at A3 size

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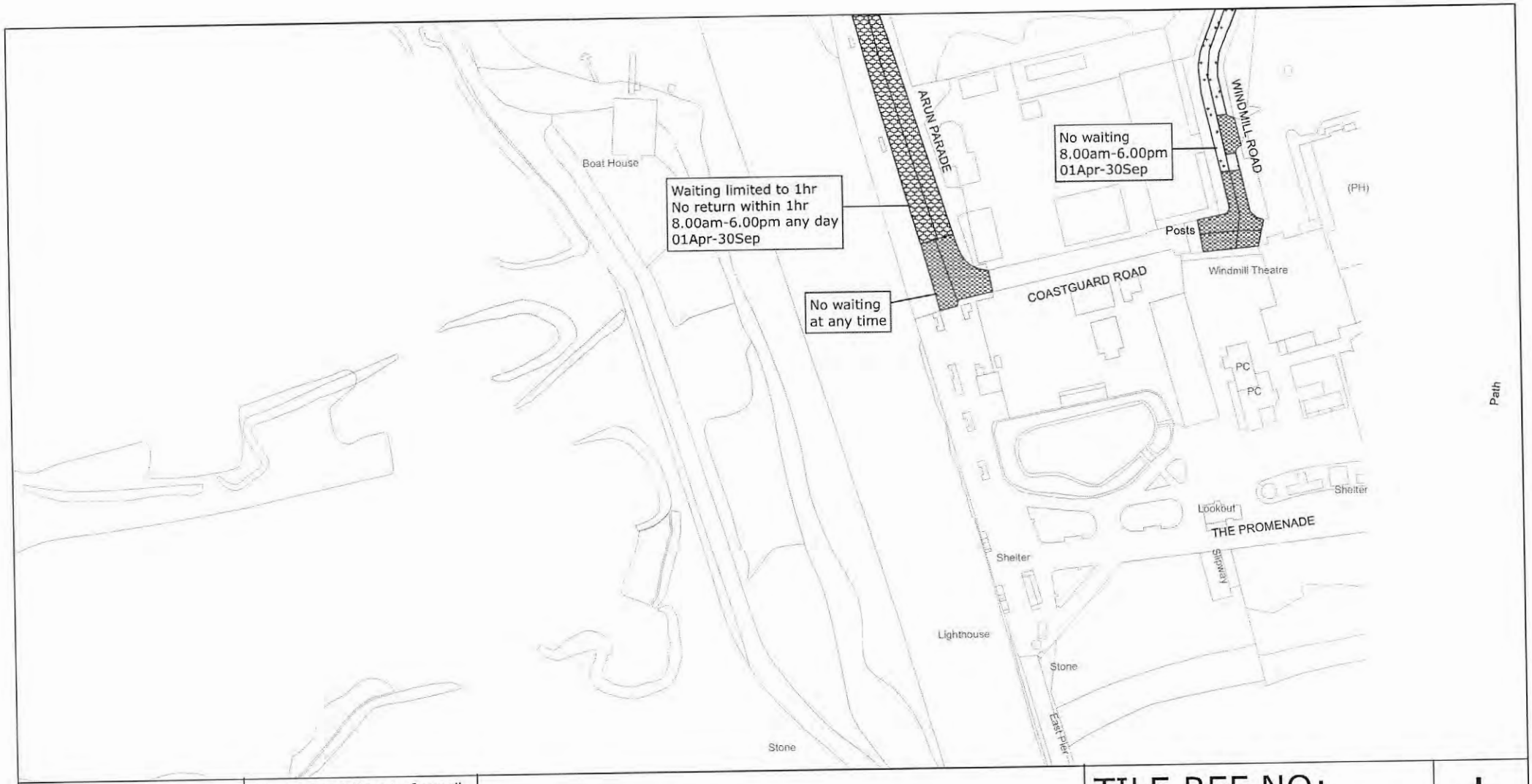

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ARUN DISTRICT: LITTLEHAMPTON

WAITING RESTRICTIONS

TILE REF NO:
TQ0201SEN

SHEET ISSUE NO 1

SHEET ACTIVE FROM - 05/07/2010

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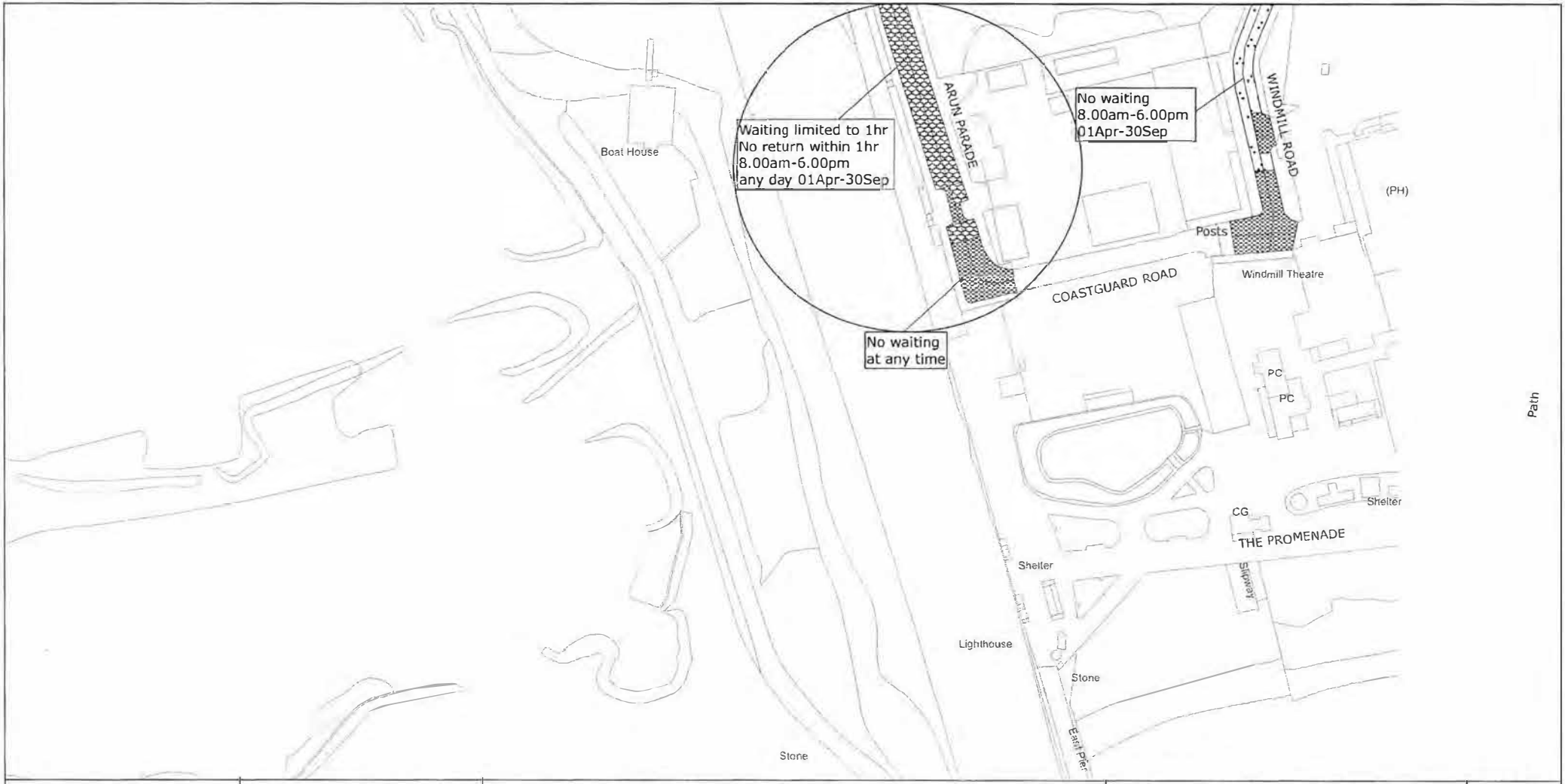

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ARUN DISTRICT: LITTLEHAMPTON

PROPOSED WAITING RESTRICTIONS (03.02.2016)

TILE REF NO:
TQ0201SEN

SHEET ISSUE NO 2_JEA9005
SHEET ACTIVE FROM - DD/MM/YYYY

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LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Full Council**

Date: **31st March 2016**

Report of: **The Town Clerk**

Subject: **Recommendations from Committee**

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. The items recommended to Council are:-

2. Planning and Transportation Committee

2.1 There were none.

3. Property and Personnel Committee

3.1 There were none.

4. Policy and Finance Committee: 14th March 2016

4.1 Minute 44.5 Arun District Association of Local Councils (ADALC)

The Committee have considered a report (previously circulated) which has explained the reasons that the Association was reformed and has also set out an explanation for a recommendation to withdraw from it. The Town Clerk has explained that the meetings were largely unproductive, but has explained that a former Town Councillor was still trying to invigorate these meetings. It has been noted that the Town Council could always decide to re-join if this happened.

Council is therefore RECOMMENDED to withdraw the Town Council from ADALC.

4.2 Minute 45.2 Annual Investment Strategy 2016/17

The Committee has reviewed the Annual Investment Strategy annually (previously circulated) and within this Strategy discussed in depth the investment of an additional £1.500,000 of capital receipts in the CCLA (Charities, Churches and Local Authorities) Local Authority Property Fund (LAPF). Whilst there was some risk with all investment, this fund was being widely used across the public sector and recommended because of the balance between minimal risk and greater interest rates. Members discussed this and agreed that this was an appropriate vehicle for their funds. Therefore,

Council is RECOMMENDED to:

1) ***Approve the Annual Investment Strategy 2016/17 (Appendix 1).***
2) ***The investment of an additional £1,500,000 of capital receipts in the CCLA LAPF be approved when the funds become available.***

4.3 Minute 45.4 Procurement Policy

The Committee considered a report (previously circulated) which explained that officers had reviewed the existing Procurement Policy which was thought to be out of date and therefore had been rewritten.

The revised Procurement Policy (Appendix 2) is therefore RECOMMENDED to Full Council for approval.

5. Community Resources Committee

5.1 There were none.

6. Governance and Audit Committee: 9th February 2016

6.1 Minute 29.1 Standing Orders and Committee Delegations Update

The Committee had before it a copy of the Town Council's Standing Orders and Scheme of Delegation in respect of the Planning and Transportation Committee (previously circulated) which had been reviewed following the end of the Devolved Planning pilot. Council is therefore **RECOMMENDED** to:

Approve the removal of all references to Devolved Planning from the Council's Standing Orders and Scheme of Delegation in respect of the Planning and Transportation Committee.

6.2 Minute 29.2 Financial Regulations update

The Committee considered a report (previously circulated) which contained an updated version of the Council's Financial Regulations on Contracts. The Finance and Resources Manager confirmed that the changes had been necessary to bring the policy in line with current legislation. Council is therefore **RECOMMENDED** to:

Approve the Council's updated Financial Regulations on contracts (Appendix 3).

6.3 Minute 29.3 Complaints Procedure

It was noted that the Complaints Policy and Procedure had been amended to provide clarity on what constituted a complaint and how complaints regarding the conduct of the Town Clerk were handled. Reviewing the summary of complaints for 2015, Members were pleased to note that there were relatively few and that they had all been resolved. Whilst the introduction of a Register of Complaints, Comments and Requests for Information, would initially generate more comment, Members considered that this was a positive step forward. It was noted that staff were now encouraged to record comments and that the Town Clerk would be sending a reminder to all staff together with

details of the new register. It was therefore agreed that the Committee would receive a summary of the comments every six months or more frequently if required. Council is therefore **RECOMMENDED** to:

Approve the revised Complaints Policy (Appendix 4).

Peter Herbert
Town Clerk

Littlehampton Town Council

ANNUAL INVESTMENT STRATEGY 2016/17

1. The Council has had regard to the Department of Communities and Local Government's (DCLG) Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.

3. **Investment Objectives**

3.1 All investments will be in sterling.
3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.
3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.
3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
3.5 The DCLG maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.

4. **Investment Balances/Liquidity of Investments**

4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2016/17 will be up to £3,800,000 including the expected £1,600,000 capital receipt.
4.2 The Council has considered the current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies, the Council has determined should all expected funds be received then investments may be made for longer than 1 year but only in CCLAs Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least 2 years.
4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts which provide a secure rate of interest. At the discretion of the RFO, in consultation with the Town Clerk, deposits in CCLAs Public Sector Deposit Fund and other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.

5. **Investments defined as capital expenditure**

5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as "non specified investments".

5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for "specified" and "non-specified" investments.

5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2016/17. Investment in the LAPF is not classed as Capital Expenditure.

6. Provisions for credit related losses

6.1 If any of the Council's investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

7. Investment Strategy to be followed in house

7.1 To retain not less than one month's average working capital requirement in current and instant access accounts giving immediate access.

7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year's duration depending on the prevailing interest rates.

7.3 Any other funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.

7.4 Funds may be placed for more than one year in CCLA's LAPF, depending on cash flow requirements, up to a maximum of £2,000,000.

8. End of year Investment Report

8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.

8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

LITTLEHAMPTON TOWN COUNCIL

Procurement Policy

1. Introduction

1.1 The Council's overall objective in the procurement of goods and services will be to secure value for money and be able to clearly demonstrate how this has been achieved.

1.2 The Council's Standing Orders (SO) and Financial Regulations (FR) on contracts are the foundation on which this Procurement Policy is based, ensuring that fair, robust and transparent procurement processes are in place. These set out the process by which the Town Council will acquire the supply of goods or materials or the execution of works and provide details in respect of the tendering procedures and the thresholds which apply for the purchase of works, goods, materials or related services.

2. Aims

2.1 The key aims of the Council are:

- To deliver value for money, efficiencies and savings
- To support growth in the local economy
- To improve sustainability
- To Build strong governance
- To put our residents and the local communities at the heart of everything we do

3. Policy Statement

3.1.1 The Town Council will:

- Undertake procurement of all goods and services in accordance with the Council's Standing Orders & Financial Regulations and in compliance with UK and EU Regulations.
- Wherever possible appoint local suppliers and organisations in their procurement of goods and services.
- Pay all suppliers within 30 days of receipt of an acceptable invoice, providing that the goods or service have been received.
- Not be obliged to accept the lowest of any tender, quote or estimate but in all cases will specify the circumstances by which the exemption shall have been justified.
- Ensure all staff involved in procurement have the appropriate training, skills and awareness of procurement regulations/policies/procedures.
- Keep up to date with best practice in procurement.
- Be open, fair and transparent in all their procurement without breaching supplier confidentiality.
- Manage all procurement related risks in accordance with the Council's risk management strategy.

- Collaborate with other public bodies for procurement where efficiencies can be made.
- Ensure that environmental and social issues form part of the decision making process in procurement.
- Ensure our contracts promote equality and diversity.
- Evaluate recurring contracts to ensure that value for money is being achieved.
- Publish all expenditure over £500 on its website.

4. Rules of procurement

4.1 Before placing an order, checks must be made to ensure that
(i) There is a suitable budget available for the purchase and
(ii) appropriate authority has been given i.e. a Committee decision or delegated authority.
If this is not the case, then the potential purchase will need to go to Committee for approval after consultation with the Town Clerk and Finance & Resources Manager.

4.2 Purchases should always follow the rules laid down in the Councils Standing Orders and Financial regulations.

4.3 Wherever possible 2 or 3 comparative quotes should be obtained for expenditure under £1,500.

4.4 With regards to recurring tasks (goods/services), having established through quotations and tenders a preferred supplier for a specific service and/or goods, if sufficient confidence exists that future and similar work will be done economically based on past performance, it will not generally be necessary to seek a quotation for individual tasks with the chosen supplier. E.g. electricity, gas, security, plumbing work. Project work will still need to be quoted for as per Standing Orders & Financial Regulations. For smaller services, such as janitorial or stationery supplies prices should be regularly checked to combat complacency and ensure value for money is being achieved.

5. E Procurement

5.1 If the purchase is to be paid by invoice normal rules apply as above. If the purchase is via charge card Financial Regulations should be followed and the purchase must be made by the Finance Team and the order raised must be signed by the Town Clerk.

11. CONTRACTS

11.1 Every contract made by the Council or by a Committee or Officer acting on its behalf shall comply with the EU Treaty and with any relevant Directives of the EU for the time being in force in the United Kingdom and except as hereinafter provided, these Standing Orders and Financial Regulations. These Standing Orders and Financial Regulations apply only to contracts for the supply of goods, services or materials, or the execution of works and in particular, shall not apply to the following:

11.2 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items below:

- contracts of employment;
- any contract, for the sale or purchase of any right in or over land or premises;
- to any other agreement, licence or wayleave relating to land or premises;
- for the supply of gas, electricity, water, sewerage and telephone services;
- for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chair and Vice Chair of Council);
- for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

11.3 It shall be a condition of any contract between the Council and any person (not being an Officer of the Council) who is required to supervise a contract on their behalf or nominate there under a sub-contractor or supplier that, in relation to such contract or nomination, he/she shall comply with the requirements of these Standing Orders and Financial Regulations as if he/she were an Officer of the Council. In these Standing Orders and Financial Regulations, any reference to an Officer of the Council shall be deemed to include a reference to any such person aforesaid.

11.4 Exemption from any of the following provisions of these Financial Regulations may be made by direction of the Council or a Committee within whose Terms of Reference the subject matter of the contract falls where the Council or Committee is satisfied that the exemption is justified in special circumstances.

12. CONTRACT EXEMPTIONS

12.1. Every exemption made by a Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the circumstances by which the exemption shall have been justified.

12.2 Express note of any exemption from any of the provisions of these Standing Orders and of the emergency, if any, by which the exemption shall have been justified shall, unless recorded in the report of a Committee which is laid before the Council, be made in the Minutes of the Council meeting.

12.3 Before any contract for the supply of goods and materials, execution of works, or any provision as to the maintenance or servicing thereof is made, the Town Clerk and/or Responsible Financial Officer shall ensure that the estimated cost of said supply or works has been included in the annual budget of the Council under the appropriate heading.

12.4 Any proposed contract for the supply of goods and materials, execution of works or any provision as to the maintenance or servicing thereof which has not been included in the annual budget shall be the subject of a separate report to the appropriate Committee or the Council. If approved, normal tender procedures will apply.

13. TENDERING PROCEDURES

13.1 An invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

13.2 Any invitation to tender issued under this regulation shall be subject to Standing Orders, shall refer to the terms of the Bribery Act 2010.

13.3 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

13.4 Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

13.5 The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 including published thresholds shall be followed.

13.6 Where the estimated cost of works, goods and materials and related services is as set out below and the requisite provision thereof has been made in the approved budget, the arrangements for the invitation of tenders or quotations and the subsequent acceptance thereof shall be as shown.

Estimated Value			**Method of Invitation**	**Acceptance by**
0	to	£1,499	Best Practice to be followed, in line with Procurement Strategy	Town Clerk
£1,500	to	£16,000	Minimum of three invitations for quotations	Town Clerk
£16,000	to	£32,500	Minimum of four invitations for quotations. Advertise contracts over £25,000 on Contracts Finder website within 24 hours of advertising elsewhere	Town Clerk
£32,500	to	£60,000	Minimum of five invitations for quotations with discretion to invite tenders by public advertisement Advertise on Contracts Finder website within 24 hours of advertising elsewhere	Chair of the appropriate Committee or nominee and Town Clerk
above		£60,000	Invite tenders by public advertisement Advertise on Contracts Finder website within 24 hours of advertising elsewhere	

In all cases up to £16,000 where the lowest tender received is in excess of 5% above the original budget, or in cases over £16,000 where it is in excess of the original budget, it shall be reported to the appropriate Committee for acceptance or otherwise.

13.7 Tenders to be invited by Public Advertisement

Contracts which exceed £60,000 in value or amount for the supply of goods or materials or the execution of any work for which provision has been made in the annual budget shall not be made unless at least ten days public notice has been given in one or more of the local papers circulating in the district. Provided that it shall not be obligatory for the Council or any Committee exercising powers delegated by the Council to invite tenders for a contract or materials where effective competition is prevented by Government control or where the Town Clerk reports in writing to the Council or to the Committee exercising such powers that effective competition is prevented by the special nature of the goods or materials required. Nor shall it be necessary to give public notice of the intention to enter into such a contract.

13.8 Exceptions to Procedures

The Order shall not apply to:-

(i) purchase by auction;
(ii) purchase or repair of patented or purchase of patented or proprietary goods or materials sold at fixed price;
(iii) purchase of materials normally supplied by specialist contractors;
(iv) the execution of work, the purchase of goods or materials or the provision of services involving special, scientific or artistic knowledge;
(v) the execution of work or the purchase of goods or materials which are a matter of urgency after prior reference to the appropriate Committee Chair;
(vi) the purchase of goods or materials which the Town Clerk may from time to time deem it expedient to make in the open market provided that before making any such purchase the approval of the Chair of the appropriate Committee concerned is obtained and finance is available in the appropriate budget;
(vii) contracts with professional persons or companies for the execution of work and for advice in which the personal skills of the person or company is of primary importance, and
(viii) those contracts where a Committee may expressly determine that it is in the Council's interests that a tender be negotiated directly with a contractor or supplier of goods or services.

13.9 Requirements for Submission of Tenders

Where in pursuance of Financial Regulation 14 a public invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a plain sealed envelope which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall remain in the custody of the Town Clerk until the time appointed for their opening.

13.10 Declarations as to Conduct of Tenderer

In connection with the submission of tenders for the execution of works or supply of goods and materials, declaration shall be obtained from each tenderer in the following form:

"We declare that we are not parties to any scheme or arrangement under which:
(i) we communicate the amount of our tender to any other person or body before the contract is let;
(ii) any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his tendering costs, and
(iii) our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

No provision is made in our tender price for any reimbursement of any adjustment of any contribution thereto".

13.11 Procedure for Opening Tenders

i) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or an official of the Council designated by him/her in the presence of such Member(s) of the Council as may have been designated for the purpose by the Council or by the Committee or Sub-Committee to which the power of making the contract, to which the tenders relate, has been delegated. Where tenders have been opened in pursuance of this paragraph they shall be recorded and reported to the next meeting of the appropriate Committee.

ii) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council or relevant Committee may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

13.12 Limitations of Acceptance of Tenders

A tender other than the lowest tender if payment is to be made by the Council or the highest tender if payment is to be received by the Council shall not be accepted until the Council shall have considered a written report from the appropriate Officer.

14. CONTRACTS FOR SUPPLIES AND SERVICES ETC. EXCEEDING £8,500

14.1 Every contract which exceeds £8,500 in value or amount shall be in writing and in a form prescribed or approved by the Council's legal adviser and signed by the Town Clerk on behalf of the Council.

15. CONTRACTS FOR SUPPLIES, SERVICES OR WORKS ETC. LESS THAN £8,500

15.1 Every contract for which provision has been made in the approved estimates and/or approved by the appropriate Committee of the Council pursuant to Standing Orders and Financial Regulations and being in value of an amount less than £8,500 shall be entered into on behalf of the Council by the Town Clerk or authorised Officer by issuing of an official order only.

16 CONTENTS OF WRITTEN CONTRACTS AND PENALTIES

16.1 Every written contract shall specify:-

(i) the work, materials, matters or things to be furnished, had or done;
(ii) the price to be paid with a statement of discounts or other deductions, and
(iii) the time or times within which the contract is to be performed;
(iv) whether the contractor is accredited to ISO 9000 and approved by and will carry out work to the standard laid down by an appropriate national organisation such as Gas Safe or National Inspection Council for

Electrical Installation Contractors (NICEIC) and that such work will be covered by guarantees issued by these bodies.

17. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

17.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

17.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

17.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk and issued to the Contractor in writing, the Council being informed of significant changes and where the final cost is likely to exceed the financial provision.

18. CORRUPT PRACTICES

18.1 There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation if in relation to the contract or in relation to any other contract with the Council:

(i) The contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the favour or disfavour to any person;

(ii) The contractor or any person employed by him/her or acting on his/her behalf;

(a) shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or

(b) shall have given any fee or reward, the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.

Littlehampton Town Council
Complaints Policy

1. Introduction

1.1 This Policy sets out the formal Complaints Procedure of Littlehampton Town Council.

1.2 This Policy covers all activities of the Town Council and may be used by members of the public who have a specific complaint about the conduct, administration or operation of the Council.

1.3 A complaint can be defined as "An expression of dissatisfaction about the standard of the Town Council's service, actions or lack of action by staff, particularly where a problem has not been remedied to the satisfaction of the complainant".

1.4 This Policy does not cover

i) complaints against services or actions for which the Town Council is not responsible such as those provided by District, County or Central Government, to whom the complaint must be made direct.

ii) complaints made about elected Town Council Members. These complaints must be made direct to the Monitoring Officer, at Arun District Council. The address is Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF. The telephone number is 01903 737500.

2. Objectives of the Complaints Policy

2.1 The objectives of the Policy are:

a. To provide the public with a formalised system if a complaint is made against the Town Council.
b. To fix the timescales during which a complaint must be investigated.
c. To state how the complaint will be investigated.
d. To state who will investigate the complaint.
e. To formalise how the response to the complainant will be made.
f. To allow the Town Council to review its procedures to prevent a further occurrence of this nature.

3. Procedure for making a Complaint

3.1 Members of the public may make a complaint about Town Council services and administration in the following ways:-

a. To a Town Councillor.
b. In person at the Town Council offices.
c. By writing to the Town Clerk at the Council offices.
d. Via the 'contact us' page of the Council's website.

e. By email.
f. By telephone or fax.
g. Through a representative, e.g. friend, advocate or solicitor.

Contact details are set out at the end of this policy.

3.2 When making a complaint the complainant is encouraged to give as much detail as possible, for example:-

a. What service, policy, person or aspect of the Council is the complaint about?
b. If appropriate, the date, time and location where an incident may have taken place and who may have been affected.
c. The expectations held of Council services, particularly as a result of information provided or that staff or Councillors may have given.
d. Name, address and contact details so that the Council can respond to the complaint.
e. Anything else which would help to make the point and the subsequent investigation.

3.3 Should a complaint be specifically about the conduct of the Town Clerk the complaint should be sent to either the Town Mayor or Finance & Resources Manager who will conduct the investigation to progress the complaint.

4. The Complaints Procedure

4.1 Upon receiving a complaint the Town Clerk or Finance & Resources Manager will acknowledge this in writing to the complainant.

4.2 The complaint will be kept on file and logged in a spreadsheet specifically kept for this purpose.

4.3 The complaint should be resolved and answered within ten working days. If this is not possible the complainant should be advised of this in writing within ten working days.

4.4 The Town Clerk or Finance & Resources Manager should investigate the complaint and record the result in the Complaints spreadsheet and when the complaint has been investigated, write to the complainant with the results. If the complaint involves one of these Officers then another should deal with the complaint.

4.5 If the complaint cannot satisfactorily be resolved in this way, a panel will be convened comprising three of the following Councillors:-

- Mayor,
- Deputy Mayor
- Committee Chair
- Committee Vice-Chairs.

4.6 The complainant should be informed of the date of the panel and should be invited to attend either personally or with a friend.

4.7 The Panel should be conducted in accordance with the National Association of Local Council's guidance as set out in Legal Topic note 9, as set out in paragraph 5 of this policy.

4.8 A *summary* report on the Panel's judgement must be reported to the next meeting of the appropriate Committee or Full Council.

4.9 The Panel hearing is the final stage of the Complaints Procedure. The Panel and Town Council are not covered by the Local Government Ombudsman.

5. The Panel Hearing

5.1 The public and press are not permitted at Complaints Panel hearings. However the Town Mayor will report on the complaint at the next appropriate Council meeting. The order of business for the Complaints Panel meeting is in accordance with the National Association of Local Council's guidance as set out in Legal Topic note 9 as follows:-

a. Chair to introduce everyone.
b. Chair to explain procedure.
c. Complainant (or representative) to outline grounds for complaint.
d. Members to ask any question of the complainant.
e. If the Panel believe that the matter has legal or technical complexities, support, (in the form of advice and guidance) from a Senior Officer of the Council, who has not been involved, or in exceptional circumstances from another Council, will be sought.
f. If relevant, the Town Clerk or other proper Officer in attendance will explain the Council's position.
g. Members to ask any question of the Town Clerk or other proper Officer.
h. The Town Clerk or other proper Officer and the complainant to be offered opportunity of last word (in this order).
i. The Town Clerk or other proper Officer and the complainant to be asked to leave the room while Members decide whether or not the grounds for complaint have been made. (If a point of clarification is necessary both parties to be invited back).
j. Clerk or other proper Officer and complainant return to hear the decision or to be advised when the decision will be made.
k. Following the conclusion of the meeting the complainant will be advised of the decision of the Panel, which is final with no right of further appeal. This will be confirmed in writing within 7 days with details of any action to be taken.

6. Contact Details

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Town Clerk – Peter Herbert

MINUTES of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 14TH MARCH 2016** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), Belchamber MBE, Buckland, Chester and Gammon
Cllr Squires attended as substitute for Cllr Northeast

2015/2016

37. EVACUATION PROCEDURES
The evacuation procedures were noted.

38. FILMING OF COUNCIL MEETINGS, AND USE OF SOCIAL MEDIA AND MEDIA MOBILE PHONES
It was explained that during this meeting the public were allowed to film the Committee and officers only from the front of the public gallery, providing it did not disrupt the meeting. Any items in the Exempt Part of an agenda could not be filmed. If another member of the public objected to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media was permitted but all members of the public were requested to switch their mobile devices to silent for the duration of the meeting.

39. APOLOGIES
Apologies were received from Councillors Northeast and Tester.

40. 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 Dr Walsh KStJ and Buckland declared personal interests as County Councillors on the item regarding the Community Support Teams Review.

41. MINUTES
The Minutes of the meeting held on 21 December 2015 (previously circulated) were confirmed as a true record and signed by the Chair.

42. CHAIR'S REPORT AND URGENT ITEMS
There were none.

43. PUBLIC FORUM
Mr Ellis raised a number of questions as set out below:-

1. He drew attention to the District Council's design focus groups to be held on 16th March and emphasised the importance of the Town Council and community attending and inputting to these sessions.
2. He referred to the new Rustington wayside signs and hoped that Littlehampton could pursue something of equal quality. He suggested a strapline of "The Unique Family Seaside Resort". The Town Clerk understood this had been an initiative from Rustington Parish Council, but he would investigate further and report back to this Committee.
3. Mr Ellis sought an update with regard to the miniature train concession. An update would be sought from Arun District Council.
4. Reference was made to the large puddle near the railway station which needed to be fixed before summer visitors arrived. Councillor Buckland commented, in his capacity as a County Councillor, that the County Council was not prepared at this stage to do anything prior to the HGV activity that would be associated with the development of the Locomotive Public House.
5. No routes had been identified to the river or the sea from the station which was unhelpful for visitors. It was agreed that this would be fed into the Design Forum's discussions on the 16th March. The Town Clerk also stated that he had initiated discussions with Arun District Council officers regarding the importance of signage on the East Bank.
6. It was commented that there were no shelters on the route from the Look and Sea Centre to the pier head and just one under the Coastguard Tower. It was thought that pressure needed to be brought to bear for the benefit of both visitors and residents. Councillor Buckland reported that he had heard that the District Council were not prepared to do any further developments on the East Bank at this stage and also had no funds to do so. It was thought this might also be raised at the meeting on the 16th March.
7. The use of empty shop windows to flag up attractions in the town through large photographs was highlighted. The Town Council reported that this had previously been undertaken as a partnership with the District Council and traders and that he would raise it at the Traders meeting on 15th March.
8. An update was sought on what was happening with regard to the Tamarisk Centre and other suggestions as to where this service could be located were suggested. The Chair stated that he would be emailing the District and County Councils for an urgent update to find out the hard facts and the timetable for consultations.
9. There was disappointment about the condition of the grasses on the new river promenade especially with the tourist season looming. The Town Clerk would communicate these concerns to the District Council.
10. Pictorial evidence of the plethora of estate agents boards on South Terrace had been obtained and would be passed to the relevant officer at the District Council.

44. OFFICER'S REPORTS

44.1 Standing Orders: Urgent Actions

The Urgent Action to approve a Supplementary Estimate to cover additional staffing costs as a result of maternity leave in the Museum and sick leave on Reception was noted.

44.2 WSCC Community Support Teams Review

The Committee considered a draft response to the County Council's consultation on their Community Support Teams (previously circulated). The range of activities undertaken by those teams was noted and the draft response largely agreed. Several other issues were raised which would either form part of the response or would need further consideration by the Town Council.

- The overall saving of £320,000 was relatively small and more so if an element of it was to be shared amongst the parishes across the County.
- An answer was required as to how non-parish areas would be dealt with. Would these services be devolved to the relevant district/borough council?
- The level of funding to be devolved with such a service needed to be clarified.
- It was commented that some of the activities supposedly undertaken by the Community Support Teams appeared not to have been happening much recently, including sign cleaning.
- The clearing of vegetation overhanging paths was particularly important, although the scale of this work was unknown. There were significant issues for visually impaired people if the enforcement work needed to eliminate this problem was withdrawn.
- Some of the areas covered would need guidance from the County Council on issues such as ownership and insurance. This was particularly the case with regard to ditches.
- It was thought that it might be possible to work with the Probation Service at HMP Ford to undertake some of this work.
- It was quite probable that partnerships with other parishes in the Eastern Arun area would be advantageous if this work was to be progressed by parishes. However, it was also noted that in this particular case, it was possible that more work was required in larger geographical parishes than in Littlehampton. Any apportionment of costs would need to reflect this.
- It was noted that the current street scene agreement had an arrangement to cover all of eastern Arun.

It was therefore **RESOLVED** that:

The Town Clerk respond in line with the draft response considered by Members incorporating, where appropriate, the additional points discussed.

44.3 Annual Report of the Independent Monitoring Board at HMP Ford

The Committee considered the annual report (previously circulated) and in noting the contents **RESOLVED** that:

The Town Clerk investigate whether Members would be interested in visiting HMP Ford and if so that he seek to arrange a visit.

44.4 Gatwick Area Conservation Campaign (GACC)

The Committee considered a request (previously circulated) from the Gatwick Area Conservation Campaign asking the Town Council to join this group. Members discussed the matter and thought that it was not appropriate for the Town Council to be involved. They considered whether it would be appropriate to seek a visit to the airport, but this was not thought to be of value.

It was therefore **RESOLVED** that:

The Town Council not seek to join the Gatwick Area Conservation Campaign.

44.5 Arun District Association of Local Councils (ADALC)

The Committee considered a report (previously circulated) which explained the reasons that the Association was reformed and also set out an explanation for a recommendation to withdraw from it. The Town Clerk briefly explained that the meetings were largely unproductive, but did explain that a former Town Councillor was still trying to re-invigorate them. It was noted that the Town Council could always decide to re-join if this happened. In the meantime it was **RESOLVED** that:

Council be RECOMMENDED to withdraw from ADALC.

44.6 Town Centre Traders

The Town Clerk reported orally that he was to attend the Annual General Meeting of the Town Traders on 15th March. He would be reporting on the High Street Hunt and also informing the Traders of the Town Councils proposed meetings to discuss car parking in Littlehampton. It was **RESOLVED** that:

The report be noted.

44.7 Local Policing Programme Update

(Councillor Dr Walsh KStJ declared a personal interest as a potential candidate for the Police and Crime Commissioner position in the forthcoming elections).

The Committee considered a letter from the Chief Inspector of the Arun and Chichester District (previously circulated) updating parishes on recent changes to the local policing. Particular emphasis was placed on the deployment of resources based on the "threat, harm and risk" assessment and also the fact of the loss of local PCSO's. Members were very concerned

that crime levels would increase significantly and particular reference was made to the increase in crime against the persons in River and Ham Wards. However, it was noted that Chief Inspector Burtenshaw was not the correct person to direct questions to about resourcing. It was thought better that issues on local policing should be pointed in his direction. In noting the report, Members thought it might be a useful idea to have a police summit annually either in Littlehampton or Eastern Arun, where the police could attend and address a range of policing issues or relevant to local people. It was therefore **RESOLVED** that:

In noting the update from Chief Inspector Burtenshaw, the Town Clerk write to him inviting to consider holding an annual policing summit.

44.8 Reception Area Public Computer

The Committee considered a report (previously circulated) to explain that the Community Resources Committee were considering a proposal to enhance the reception area of the Museum in order to add to the visitor experience. It was understood that the computer within reception, which was the responsibility of this Committee, was used very rarely and therefore It was **RESOLVED** that:

The computer be withdrawn forthwith which would also facilitate the improvements that would be progressed by the Community Resources Committee.

44.9 Town Council Priorities

The Committee considered a report (previously circulated) looking at the Town Council priorities that were within the remit of this Committee. Discussions ranged a little wider and major projects within the remit of the Property and Personnel Committee were also discussed. However, the current positions were noted and it was agreed that issues for inclusion in the events/promotion review would be considered as part of the Community Resources Committee workshop later in the week.

It was therefore **RESOLVED** that:

The report be noted.

45. FINANCE

45.1 Committee Finance Report

The Committee considered the latest finance report (previously circulated) which highlighted significant variances from budget and income and expenditure relating to this Committee's budget for 2015/16. Members discussed the need for overspends in the Manor House budget to be met from year end underspends, rather than earmarked reserves and also supported the transfers to earmarked reserves as set out in the report.

It was therefore **RESOLVED** that:

1. ***Any overspends in the Manor House budget be met from year end underspends, not Earmarked Reserves.***
2. ***The potential transferring of earmark Reserves, in line with those set out in the report, be delegated to the RFO so that the final transfers could be made when all current year expenditure is known.***
3. ***The report otherwise be noted.***

45.2 Annual Investment Strategy 2016/17

The Committee reviewed its Annual Investment Strategy annually (previously circulated) and within this Strategy discussed in depth the investment of an additional £1.500,000 of capital receipts in the CCLA (Charities, Churches and Local Authorities) Local Authority Property Fund (LAPF). Whilst there some risk with all investment, this fund was being widely used across the public sector and recommended because of the balance between minimal risk and greater interest rates. Members discussed this and agreed that this was an appropriate vehicle for their funds.

It was therefore **RESOLVED** that:

Council be RECOMMENDED to:

1. ***Approve the Annual Investment Strategy 2016/17, as set out in appendix one to the report.***
2. ***Approve investing an additional £1,500.000 of capital receipts in the CCLA LAPF when funds became available.***
3. ***Otherwise note the report.***

45.3 Expenses Claims

The Committee considered a report (previously circulated) which explained that Her Majesty's Revenue and Customs (HMRC) are changing the rules on expenses payments and tax from 6th April 2016. A policy for paying subsistence allowances had been devised and this was supported by the Committee. It was therefore **RESOLVED** that:

1. ***The payment of subsistence expenses as set out in paragraph 3.7 of the report be approved.***
2. ***The report otherwise be noted.***

45.4 Procurement Policy

The Committee considered a report (previously circulated) which explained that officers had reviewed the existing Procurement Policy which was thought to be out of date and therefore had been rewritten. It was **RESOLVED** that:

The new Procurement Policy be endorsed and RECOMMENDED to Full Council for approval.

46. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk reported that he had met with representatives from Persimmon Homes to discuss both the route of the Fitzalan Road extension across the edge of the allotments and also road naming on the estate.

47. 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.***

48. OFFICER'S EXEMPT REPORT

48.1 Council Photography

The Committee considered a report (previously circulated to Members of the Town Council only) setting out quotations received for the position of Council photographer for the next twelve months. There was a discussion with regard to the procurement arrangements followed and the Town Clerk agreed that, in future, tenders would be sought on a lowest price basis against a set specification. Councillor Chester indicated that he did not wish to support this recommendation on the basis of the tendering exercise used. Members discussed the additional costs that would be faced by the Council if the extra work was required, but it was thought unlikely that this would be the case. It was also noted that many photographs could be taken in-house and by other organisations when Mayoral events were being conducted. It was **RESOLVED** that:

1. ***The applications for the job of official Council photographer as set out in paragraphs 3.2 to 3.23 of the report be noted.***
2. ***Scott Ramsey be appointed as the official Council photographer for the period 1st April 2016 – 31st March 2017 as set out in paragraph 3.2.4 and that Standing Orders be waived to allow the appointment at a figure above the lowest tender.***
3. ***The financial implications be noted.***

The meeting closed at 8.35pm

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CHAIR

Littlehampton Town Council

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Town Clerk – Peter Herbert

MINUTES of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 11TH FEBRUARY 2016** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), Blanchard-Cooper, Chester, Gammon, Squires and Tandy.

2015/2016

58. EVACUATION PROCEDURES
The evacuation procedures were noted.

59. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

60. APOLOGIES
There were apologies from Councillor Calvert. Councillor Purchese was delayed and hoped to join the Committee later.

61. 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. None were declared at this point.

62. MINUTES
It was noted that Councillor Gammon had declared a personal interest in agenda item 10.8, regarding Voluntary Action Arun and Chichester (VAAC), as Chairman of Shopmobility who were in receipt of VAAC support services. It was therefore **RESOLVED** that:

Subject to the inclusion of this declaration, the Minutes of the meeting held on 10th December 2015 (previously circulated) be confirmed as a true record and signed by the Chair.

63. CHAIR'S REPORT AND URGENT ITEMS
There were none.

64. PUBLIC FORUM
There were three members of the public present.

64.1 Regarding the future of the Tamarisk Centre, Mr Terry Ellis of the Littlehampton Civic Society stated that it was important that community facilities for older people be retained in Littlehampton. He therefore sought the

support of the Town Council to prevent the loss of this service in the Town Centre.

64.2 In response, the Chair acknowledged that there were concerns in the community about the future of the Tamarisk Centre and stated that the Town Council had yet to formally agree its stance on this matter. As such it was suggested that the matter be referred to the Policy and Finance Committee to formulate a recommendation for consideration by the Council. The Committee therefore **RESOLVED** that:

> ***The Policy and Finance Committee be recommended to review the Town Council's stance in relation to the provision of community facilities for older people in the Town.***

64.3 Mr Ellis asked if the Town Council was aware of concerns regarding the positioning of the new leisure facilities on the swimming pool site. Whilst the Civic Society did not want to see the delivery of the new facilities delayed, they wished to draw Members attention to possible problems regarding the location of sewer pipes in the vicinity and that new site encroached on Ruby Gardens.

64.4 In response, the Chair stated that a planning application would come forward in due course with the formal plans for the site. This would be subject to consultation as part of the planning process and would therefore be considered by the Town Council's Planning and Transportation Committee. He acknowledged the Society's concerns and suggested that the Civic Society also raise these matters with the District Council.

64.5 Mr Ellis asked if Members were aware that the provision of leisure and tourism services in the District was divided between different departments at the District Council. In view of this he expressed concern about the ability of the District Council's Leisure, Tourism and Infrastructure Working Group to influence the delivery of these services.

64.6 In response, the Chair, in his capacity as a Member of this Working Group, explained that this was an issue which the District Council was aware of and would be addressing.

64.7 Mr Ellis also addressed the Committee regarding transport links to the leisure facilities on the seafront. He sought clarity of the role of the County Council in the negotiations about future bus services and urged the Town Council to press for the re-routing of the 700 bus service along the sea front. He also asked the Town Council to seriously consider inviting the Directors of Stagecoach to visit the area as part of these negotiations.

64.8 In response, the Assistant Town Clerk assured Mr Ellis that the Town Council was pressing for changes to the route. She explained that the County Council were involved in the negotiations as a party to the Section 106 Agreement under which funds had been allocated for future bus services in the area. It was noted that the Town Council's Planning and Transportation Committee would receive a report on the progress of these negotiations at its next meeting.

64.9 Councillor Warren QVRM addressed the committee from the public gallery regarding agenda item 10.7, the Trinidad Allotment Gate. As a plot holder with an allotment at the site, he accepted that nothing was impenetrable and

reported that the introduction of a new gate at the Fort Road allotments had improved site security. He therefore urged the Committee to support the recommendation of the Working Group that a new security gate be purchased for the Trinidad allotments.

65. LITTLEHAMPTON SPORTS FORUM

65.1 The Committee received the minutes of the meeting held on 25th January 2016 (previously circulated) and it was **RESOLVED** that:

The minutes be noted.

66. ALLOTMENT WORKING GROUP

66.1 The Committee received the minutes of the meeting held on 21st January 2016 (previously circulated) and it was **RESOLVED** that:

The minutes be noted.

67. OFFICER'S REPORTS

67.1 Standing Orders: Urgent Actions

67.1.1 The Committee received and noted three Urgent Actions (previously circulated) for funding in the amount of £8,500 to cover the costs of an additional two days work per week for the Archives and Exhibitions post over a one year period, £197.60 being the unspent portion of £550 community grant awarded to Littlehampton Town Wards and District Neighbourhood Watch and £2,500 plus VAT to cover the costs of entering into a sponsorship agreement for three roundabouts.

67.1.2 It was noted that the extension of the Archives and Exhibitions post was considered a necessary part of the Museum securing Accreditation. The Committee complimented the Museum Team on the work that was being undertaken to put more of the catalogue on to the website and considered it prudent to review the impact of the change before the extension to the contract expired. It was therefore **RESOLVED** that:

A progress report be presented to the Committee at the October meeting and regular updates be included in the Museum's reports to this Committee in future.

67.1.3 Regarding the costs of additional works as part of the programme of window refurbishment in the Manor House, it was noted that this had been included in error and would be reported to the next meeting of the Property and Personnel Committee on 22nd February 2016.

67.2 Project 82 Periodic Report

Councillor Dr Walsh KStJ declared a personal interest in this matter as a County Councillor.

67.2.1 The Committee considered a report (previously circulated) which set out details of the West Sussex County Council's 'Find It Out' (FIO) service and information about the new Youth Emotional Support ('YES') service. Regarding the FIO attendance figures, the Assistant Town Clerk stated that

whilst she had queried the "August" figure, it was thought that the numbers were correct. The FIO service was considered beneficial as it filled a gap in the provision of youth services in the Town and it was noted that the agreement with the County Council had been extended for a further year. Members wished to ensure that the availability of the service was actively promoted utilising social media and the Assistant Town Clerk agreed to take this forward. It was noted the Town Council's youth service provision would review would be reported to the next meeting of the Committee. It was therefore **RESOLVED** that:

1) ***The update on the Find It Out Service be noted.***
2) ***The attendance figures across the Project 82 service be noted.***

67.3 Museum Periodic Report

67.3.1 The Committee considered a report (previously circulated) which contained an update on projects and donations and recent events and exhibitions. In addition, approval was sought to proceed with the acquisition of a rare Climping Stater Iron Age coin. The Committee discussed the value of the coin as part of the Collection and it was noted that the coin was a better example than those currently held. As such it was considered extremely rare and Members agreed that it would be desirable to acquire the coin in order to keep the hoard together.

67.3.2 The Assistant Town Clerk reported that the Museum had been advised that the grant bid to the South East Museum Development Programme for funding to assist with the purchase of a new permanent display case for the gallery had been successful. Approval was therefore sought to transfer the sum of £3,000, representing 50% of the costs, from the Smart donation budget held within Earmarked Reserves to complete the purchase. It was noted that the new case would give the Museum the opportunity to display selected items from the collections highlighted as part of the documentation project and engage visitors in the ongoing work of the Museum.

67.3.3 It was reported that the Railway Boards which the Museum had donated to Southern Rail for display at the Railway station were obscured by a coffee machine. The Assistant Town Clerk agreed to follow this up with the Railway Company. It was therefore **RESOLVED** that:

1) ***Subject to the successful outcome of the application to the Purchase Grant Fund, the acquisition of a Climping type Stater coin be approved.***
2) ***The transfer of £3,000 from the Smart donation budget held within Earmarked Reserves to complete the purchase of the new museum showcase be approved.***
3) ***The contents of the report be otherwise noted.***

67.4 Events and Tourism Periodic Report

The Committee considered a report which contained an update on the progress with the 2016 events' programme and planned tourism initiatives (previously circulated). The Committee was also asked to consider a number of proposals regarding celebrations for the 90th birthday of Her Majesty the Queen, the Armed Forces Day (AFD) event, options for a Screen on the Green event in August and an extra event for 2016.

67.4.1 Celebrations for the 90th birthday of Her Majesty the Queen

It was noted that the planned Beacon lighting on 21st April this was a national event and that the timings had yet to be confirmed. The Assistant Town Clerk also reported that the District Council would be providing district wide support to local communities wishing to participate in the nationwide Clean for The Queen campaign. A meeting had been convened by the District Council for the following week to discuss participation.

67.4.2 Armed Forces Day

The Events and Publicity Manager explained that plans for the event were well underway and that attention was now focussed on securing a showpiece attraction. Having researched land based attractions, Officers recommended booking the "Backdraft Wheelie Fire Truck". The Committee discussed the proposal in terms of the aim of the event and the need to provide a family day of entertainment for everyone. Although not a military display, the Committee considered that it met the AFD aims by drawing attention to the Emergency Services who employ many ex-service men and women. It was also suggested that Officers investigate booking the Gurkha's for future

67.4.3 Screen on the Green

The Events and Publicity Manager reported that this occasion was becoming established as an annual event. Numerous suggestions had been made regarding films and as part of their research Officers had also sought advice from the entertainment company that would provide the screen. The list of films before the committee was not exhaustive and the Officers were therefore recommending that the choice this year be made by way of a public vote using the local press including Progress and social media to encourage participation. Members agreed that this would engage the public, promote the event and encourage attendance. It was however felt that the final list would need to be shortened and it was suggested that the public also had the opportunity to nominate a film as part of the vote.

67.4.4 Extra Event for 2016

Ideas were still being sought for an additional event and the timescales were such that it would now be difficult to secure an attraction for the summer. The Committee considered that the space at the end of the river walk way which had been created following the completion of the flood defence works on the East Bank was underutilised. It was suggested that this space could be used to facilitate performances by local groups and street entertainers and Officers undertook to investigate this further. Members were encouraged to come forward with suggestions as soon as possible if they were to be incorporated in this year's events. However, if the timescales for organising an event this year proved to be tight, it was considered prudent to move the timing of any new event to May 2017.

67.4.5 Tourism Initiatives 2016

The Committee noted the proposals for delivering a tourism campaign and confirmed its support for the initiatives set out in the report. It was therefore **RESOLVED** that:

1) ***The plans for the beacon lighting for the Queen's 90th birthday, as set out in paragraphs 3.1.1 to 3.1.5 of the report, be approved.***
2) ***The booking of a land based attraction for Armed Forces Day as set out in paragraph 3.2.5 of the report, be approved.***
3) ***The plans for the Screen on the Green as set out in paragraphs 3.3.1 to 3.3.2 of the report, be approved***
4) ***The planned Tourism Initiatives, as set out in paragraphs 3.5.1 to 3.5.3 of the report, be endorsed.***
5) ***The financial implications be noted.***

67.5 Financial Awards for Sporting Excellence 2015

The Committee received a report (previously) which contained the outcome of the 2015 Financial Awards for Sporting Excellence 2015. It was **RESOLVED** that:

The report be noted.

67.6 Sport and the Arts Community Event (SPACE) Grants

The Assistant Town Clerk presented a report (previously circulated) which set out proposals for the allocations in respect of the SPACE grants programme for 2015/16. She explained that if approved, £1,600 of the budget would remain unallocated and Members were also therefore asked to consider options in respect of the unallocated funds. Members went on to consider the objectives of the three applications that did not fit the SPACE Grant criteria. It was noted that all three (Mewsbrook Park Support Group (MPSG), Inspire Leisure and St John Ambulance applications) would qualify for consideration under the Grant Aid Scheme. In respect of the MPSG and Inspire applications, the Assistant Town Clerk stated that both schemes were well supported and would add to the overall provision of activities in the area during the summer. It was noted that the lead times required to set up activities would be challenging if the applications were referred to Grant Aid. The St John Ambulance application would be referred for consideration under the Grant Aid programme if the applicants so desired. It was therefore **RESOLVED** that:

1) The Grant applications recommended for inclusion in the 2016 SPACE programme of events as set out in Appendix A attached to the report be approved.
2) The remaining £1,600 of the SPACE Grant budget for 2015/16 be re-allocated to the Grant Aid 2015/16 Budget to fund the Mewsbrook Park Support Group and Inspire Leisure projects with

the addition of £200 from Grant Aid 2015/16 plus £700 from the CRC Initiatives Budget.

3) That the St John Ambulance application be deferred to the 2016/17 Grant Aid Programme for consideration.

67.7 Trinidad Allotment Gate

The Committee considered a report (previously circulated) which set out details of a recommendation from the Allotments Working Group for the purchase of a new galvanised six foot entrance gate at the Trinidad allotment site. The Assistant Town Clerk explained that it had been necessary to delay consideration of measures to prevent unauthorised access at the site until the issues at Meadview had settled down. Acknowledging the issues regarding unauthorised access, the Committee was supportive of the proposal to purchase a new security gate. In view of the nature of the site boundary Members also considered it prudent that the situation was monitored and hereas fencing retained to secure the site boundary if required in the future. The Committee therefore **RESOLVED** that:

The purchase a new security gate for the Trinidad allotment site be approved.

67.8 Keystone Centre

It was noted that the Town Clerk expected to have an informal meeting with the Arun District Council in the coming weeks. It was **RESOLVED** that:

The update be noted.

68. FINANCE REPORT

68.1 FINANCE REPORT 2015/16

The Committee considered the latest periodic finance report (previously circulated) which highlighted significant variances from budget and income and expenditure relating to the Community Resources Committee budget for 2015/16. It was **RESOLVED** that:

The report be noted.

69. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

70. 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.

71. OFFICER'S REPORT EXEMPT

71.1 Christmas Lights

The Committee had before it a report (previously circulated to members of the Council only) set out the options regarding the Christmas lighting contract for 2016. The Assistant Town Clerk reported that following a meeting of the Working Group she had met with the existing contractor who had put forward a proposal which would provide an opportunity to enhance the lighting scheme at no extra cost for 2016. This would enable the Town Council to refresh the current scheme and improve the infrastructure. The Committee recognised that this would provide an opportunity to widen the scheme this year and make improvements for the future. It was therefore **RESOLVED** that:

The Town Council's Standing Orders on procurement be waived and that Gala Lights be retained as the Town Council's Christmas lights contractor for 2016.

The meeting closed at 7.30 pm.

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CHAIR

Littlehampton Town Council

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Town Clerk – Peter Herbert

UNCONFIRMED MINUTES of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 17TH MARCH 2016** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), Blanchard-Cooper, Chester, Gammon, Squires and Tandy

2015/2016

72. EVACUATION PROCEDURES
The evacuation procedures were noted.

73. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

74. APOLOGIES
There were apologies from Councillors Calvert and Purchese.

75. 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. None were declared at this point.

76. MINUTES
The Minutes of the meeting held on 11th February 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

77. CHAIR'S REPORT AND URGENT ITEMS
There were none.

78. PUBLIC FORUM
There were two members of the public present.

78.1 Commenting on the District Council's design focus groups, Mr Ellis of the Littlehampton Civic Society hoped that the suggestions regarding publicising the Town using a broader range of venues such as railway stations would be adopted. On the same subject he again put forward the idea that the Town adopt a strap line for use on road signage. Highlighting the benefits of this as a tool to promote the Town that could be used by traders as well, he also sought a wider debate on the subject.

78.2 The Town Clerk reported that the signage issue was already being investigated with a view to the Council's Policy and Finance Committee formulating a policy and agreeing a way forward. The need for consistency in terms of the presentation and the content of the message in a strapline and

the inclusion of Wick were emphasised. It was also noted that these suggestions had been fed back to the District Council during the Focus Group sessions that took place on 16th March.

78.3 Mr Ellis suggested that the Town Council introduced replica Climping style Stater coins for sale in reception. The Town Clerk agreed to investigate this.

78.4 Regarding Christmas Lights, Mr Ellis stated that the Town Centre display would be enhanced if more retailers could be encouraged to have Christmas window displays.

78.5 In response the Town Clerk explained that he had a meeting scheduled with the Town Centre Manager the following day and that he would raise this with him.

78.6 On the question of turning the High Street lights off at an earlier time, Mr Ellis stated that he understood that this would not be taken forward. The Town Clerk confirmed that this was the case and explained that this was because the resultant "dark zones" were not desirable in a Town Centre environment.

78.7 Mr Ellis reported that the owner of the Ferry Service was investigating night lights for the Ferry with the Littlehampton Harbour Board.

78.8 Mr Richard Jenkins reported incidents where cyclists had been challenged regarding the use of the new river walkway. He stated that in his opinion the cycling signage on the new walkway was inconsistent and asked how this might be addressed.

78.9 Although the walkway was the responsibility of the District Council, the Town Clerk agreed to raise this at his meeting with the Town Centre Manager the following day.

79. OFFICER'S REPORTS

79.1 Museum Periodic Report

The Committee considered a report (previously circulated) which contained an update on projects and donations and recent events and exhibitions. Members views were also sought on a proposal concerning the future of the public computer in the museum's reception area. The Town Clerk reported that on the basis that the public computer was rarely used, the Policy and Finance Committee recommended that it was removed from the reception area. Observing that the removal of the computer would allow staff to improve the reception area, Members supported this proposal. The Committee noted the progress in sourcing grant funding to assist with the costs of purchasing the Climping style Stater coin, securing a funded internship and progress with the backlog documentation project. Noting the decline in outreach take up compared with the same time last year, the Town Clerk suggested that this could be a statistical anomaly. It was therefore **RESOLVED** that:

1) ***That the decision of the Policy and Finance Committee to remove the public PC from the reception area be supported.***
2) ***The contents of the report be otherwise noted.***

79.2 Events and Tourism Periodic Report

79.2.1 The Committee considered a report (previously circulated) which set out information regarding the outcome of the Charity Pancake Olympics event,

proposals to improve the Events guide and an update on the extra event for 2016/17. A wide ranging discussion ensued during which Members debated the frequency of publication for the Events guide and the suggestions for the extra event for 2016/17.

79.2.2 Regarding the Events Guide, Members acknowledged that publication timing was finely balanced to ensure that all events were covered. After careful consideration Members judged it prudent that the guide was published twice, at points earlier and later in the year, with an additional guide issued for Christmas Events at the appropriate time. Members also wished to ensure that activities were widely publicised with local organisations and voluntary groups well in advance of the event. In terms of the recipients of the guide, Members wished to see them more widely distributed and it was suggested that copies be included in the regular distribution of Progress and that a "one stop shop" website for events only be developed. This would have resources implications and it was agreed that these points be incorporated in the paper that would be brought back to the Committee in April.

79.2.3 Turning to the extra event for 2016/17, the Town Clerk explained that the workshop would provide a forum for Members to explore all options and refine their thinking in terms of the nature of the event. A number of additional suggestions were noted including using the new stone seating area at the entrance to the Pier, encouraging more street entertainers and distributing the budget to alternative providers. It was agreed that these would be discussed in more detail at the workshop event alongside publicity and promotion. Members felt that all Councillors should have the opportunity to participate in the workshop and it was suggested that this be held immediately after the next Committee meeting on 14th April. It was therefore **RESOLVED** that:

1) ***The outcome of the Charity Pancake Olympics as set out in paragraphs 3.1.1 to 3.1.4 of the report be noted.***
2) ***The proposals for the Summer Events 2016 guide as detailed in paragraph 3.3.2 of the report be noted***
3) ***Officers take forward the revised proposals for the future publication of the Events Guide as set out in Minute 79.2.2 above and report back to the Committee at the next meeting.***
4) ***The options for the money earmarked for the Extra Event in paragraphs 3.2.1 to 3.2.3 of the report be noted together with the suggestions set out in Minute 79.2.3 above and that they be taken forward for discussion at the workshop for all Members.***
5) ***The financial implications as set out in paragraph 4 of the report be noted.***
6) ***That the Workshop be held immediately on the rising of the Committee on 14th April and that all Councillors be invited.***

79.3 Keystone Centre

The Town Clerk reported that exploratory discussions were taking place with the Arun Community Church regarding the provision of sessions at the centre. Ensuring consistency of provision was a key part of the discussions with the Church and a report with formal proposals would be brought back to the Committee in due course. It was **RESOLVED** that:

The update be noted.

80. TOWN COUNCIL PRIORITIES

The Committee received a report which identified the priorities for this Council that would be monitored by the Community Resources Committee (previously circulated). Similar reports had been prepared for all the Town Council's Committees, identifying any future actions that would be required by the respective Committee to take each priority forward. Regarding improvements to the facilities at Rosemead, it was noted that options would be brought to the Committee in September. The importance of monitoring progress with development proposals for the Elm Grove Road site and contributions that this might generate towards a scheme for the site was emphasised. Members also wished to involve young people in the design of a scheme for this area. Turning to the Town Council's objective to enhance the River / Sea activities, the Committee was concerned that a Public Space Protection Order (PSPO) could inhibit public enjoyment of these areas. Noting that a public consultation was expected shortly, Members again emphasised that care would need to be exercised over the boundary and the nature of the proposals in terms of the impact on cafes and other licenced premises in the vicinity. Observing progress on a number of priorities, it was **RESOLVED** that:

The update be noted.

81. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk reported that he had met with representatives from Persimmon Homes to discuss both the route of the Fitzalan Road extension across the edge of the allotments and also road naming on the estate.

Councillor Dr Walsh, KSt.J left the meeting at 7.15pm.

82. PROJECT 82 SERVICE REVIEW

The Committee had before it a report (previously circulated to members of the Council only) which contained the outcome of the service review and proposals for the future delivery of youth services in Littlehampton by the Town Council. The Town Clerk explained that the key changes proposed as a result of the review would see modifications to the provision of the Inters sessions at the Keystone and Flintstone Centres facilitated by a rotation in staff. In view of the proposal to introduce a monthly targeted session at the Flintstone Centre, the Committee emphasised the importance of providing access to phones and the internet as part of the service. Members considered that the Service was crucial to supporting young people in the area and it was agreed that information regarding the level of engagement with the satellite service would be circulated to Members. The Committee expressed

overwhelming support for the Service and considered it would be well placed to meet the needs of young people in the Town going forward. It was therefore **RESOLVED** that:

1) ***The Youth Service Review for 2015/16 be noted.***
2) ***The changes to the Youth Service as set out in Section 4 of the report be approved.***

83. 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, Schedule 12A, due to the confidential nature of the business to be conducted.

84. MERIT AWARDS

(*Councillor Blanchard-Cooper declared a personal and prejudicial interest and took no part in the discussion).*

The Committee received the recommendations of the Merit Awards Panel for 2016 (circulated to Members of the Committee only). A brief discussion regarding the nomination criteria ensued and it was agreed that it would be prudent to undertake a review of the guidelines. The Committee therefore **RESOLVED**:

1) ***To endorse the recommendations of the Merits Awards Panel for one Group Award and three Individual Awards for 2016.***
2) ***That the Policy and Finance Committee be recommended to undertake a review the Merit Award Criteria.***

The meeting closed at 7.25pm.

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CHAIR

Littlehampton Town Council

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Town Clerk – Peter Herbert

MINUTES of a **MEETING** of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 8TH FEBRUARY 2016** at **6.30PM**

Present: Cllrs Buckland (Chair), Blanchard-Cooper, Chester and Cllr Purchese.

2015/2016

125. EVACUATION PROCEDURES
The evacuation procedures were noted.

126. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

127. APOLOGIES
There were apologies from Councillor Warren QVRM.

128. 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 Buckland and Purchese declared personal interests in agenda item 8, Planning and other Arun District Council matters as District Councillors. Councillor Buckland also declared a personal interest in West Sussex County Council matters as a County Councillor. Councillor Chester declared a personal interest in agenda item 9.3, A259 Corridor Improvement Works, as a resident in the vicinity.

129. MINUTES
The Minutes of the meeting held on 11th January 2016, previously circulated, were confirmed as a true record and signed by the Chair.

130. CHAIR'S REPORT AND URGENT ITEMS

130.1 Local Plan Objectively Assessed Needs (OAN) Hearing
The Committee received a copy of the Inspectors' conclusions on the OAN following the hearing which took place on 14th January 2016 (copy attached to the minutes). It was **RESOLVED** that:

The update be noted.

QUALITY TOWN COUNCIL

131. PUBLIC FORUM

There were three members of the public present.

131.1 In view of the District Council's decision to retain leisure facilities at the current swimming pool site, Mr Terry Ellis of the Littlehampton Civic Society asked the Committee to look into the possibility of re-routing the 700 bus service to include this and also provide a service through Wick.

131.2 In response the Assistant Town Clerk explained that this formed part of a wider discussion regarding future bus service provision in the Town that was taking place within the North Littlehampton Steering Group.

131.3 Mr Ellis also asked about the re-location of the Tamarisk Centre.

131.4 In response the Assistant Town Clerk stated that discussions on this matter were not relevant to the work of this Committee and fell within the remit of the Town Council's Community Resources Committee.

131.5 Mrs Angela Tester reported that the Grade II Listed telephone box at Norfolk Gardens was damaged and asked for the Committee's support in getting it repaired. She also reported that the condition of the post boxes in Wick was deteriorating and in urgent need of attention.

131.6 Regarding the telephone box in Norfolk Gardens, the Assistant Town Clerk agreed to take this forward. Regarding post boxes, it was understood that a programme of refurbishment was in place but details of this had not yet been received. She agreed to follow this up and inform Mrs Tester of the outcome.

132. PLANNING MATTERS

132.1 Planning Applications – Lists 2,3,4 and 5.

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

133. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

133.1 No.12 Bus Update

The Committee received the latest bus figures (previously circulated). Mindful of the question that had been raised during the public forum, it was noted that the Committee would receive an update on discussions regarding future bus service provision later in the meeting. Owing to the commercially sensitive nature of the report, this update would be reported in the Exempt part of the agenda. It was therefore **RESOLVED** that:

The figures be noted.

133.2 Highways and Transport Integrated Works Programme for delivery 2016/2017

The Committee received the County Council's Programme of highways works for 2016/17 (previously circulated). It was **RESOLVED** that:

The Programme be noted.

133.3 A259 Corridor Improvement Works Consultation

The Committee had before it details of the public consultation on the proposed improvements to the Littlehampton corridor of the A259 (previously circulated). The proposals comprised dualling the existing single carriageway between the new Fitzalan Link Road junction and the Body Shop roundabout as well as other improvements further east. A summary of points previously raised and responses received from the County Council's Highways Team was also tabled and Members went on to discuss the planned improvements in more detail.

133.4 The proposed improvements were much needed and welcomed by the Committee. Members emphasised the critical importance of ensuring that the timing of the works was properly co-ordinated with the completion of the Fitzalan Link Road and the Lyminster by Pass and considered that this should be reinforced in the Town Council's response. Concerns were expressed about the proposed design of the Highdown Drive junction with the new roundabout. It was considered that if implemented this would cause tail backs on the A259 as traffic attempting to turn right into Highdown Drive built up. In view of the discussions that were taking place regarding the developments in North Littlehampton, the Committee questioned the assumption that there was no need to make provision for bus services on this stretch of the A259. Members therefore considered that this should be strongly challenged by the Town Council in its response. Members also lamented the lack of proposals for improvements further west on the A259 where the highway reverted to single carriageway. Finally, it was noted that by removing the street crossing at the Angmering Station roundabout, pedestrians would be totally reliant on the footbridge which was not accessible for disabled people. It was therefore **RESOLVED** that:

The representations set out in point 133.4 above be forwarded to the County Council.

133.5 The Adoption of New Roads

Concern was expressed regarding the growing number of unadopted roads and that the costs of maintaining them were being pushed on to residents, particularly those in affordable housing. A brief discussion ensued regarding the obligations of developers in terms of building roads to the required standards and getting the roads adopted by the Highways Authority. Members wished to bring pressure to bear on the relevant authorities to address this issue and to explore further how this might be achieved. It was therefore **RESOLVED** that:

This matter be placed on the agenda for consideration by the Committee at the next meeting.

134. THE ENGLAND COAST PATH

The Committee received an update from Natural England regarding progress on the coastal path route in West Sussex between East Head and Shoreham by Sea (previously circulated). It was **RESOLVED** that:

The update be noted.

135. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

136. 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.

137. OFFICER'S REPORT (EXEMPT)

137.1 Update on Littlehampton Bus Services

The Committee received a report (previously circulated to Members of the Council only) which set out progress in respect of the discussions regarding future bus service provision in Littlehampton including the new developments at Courtwick and North Littlehampton. Whilst Members appreciated the confidential nature of the discussions that were taking place, they also wished to have a better understanding of the objectives and receive periodic updates on the progress with the current negotiations. It was therefore **RESOLVED** that:

Officers prepare an update for the next meeting of the Committee.

The meeting closed at 7.15 pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 8th February 2016

Representation on Lists 2, 3 4 and 5

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
2	River	IB	LU/396/15/CLE	Application for a Lawful Development Certificate for an extisting use as 4No Self contained Flats	12 Clifton Road Littlehampton BN17 5AS	No objection to the application providing that the issue raised by Environmental Health relating to the means of escape was satisfactorily addressed.
2	Courtwick with Toddington		LU/399/15/PL	1 No.dwelling with parking & crossover.	73 Clun Road Wick Littlehampton BN17 7ED	No Objection
2	River	IB	LU/397/15/HH	Fenestration alterations following LU/261/15/HH.	10 Mariners Quay Littlehampton BN17 5DA	No Objection
2	Courtwick with Toddington		LU/395/15/HH	Removal of front bedroom window & formation of new door opening with modular ramped access to the new door.	7 Selwyn Avenue Littlehampton BN17 7NF	No Objection
3	Courtwick with Toddington		LU/1/16/HH	Side and Rear Single Storey Extension	9 Seaton Road Littlehampton BN17 7LG	No Objection
4	River	IB	LU/400/15/PL	Variation of condition 15 imposed under LU/13/15/PL relating to the demolition works.	The Old Dairy Rear of 3 & 5 Church Street Littlehampton	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL

Planning & Transportation Committee Monday 8th February 2016

Representation on Lists 2, 3 , 4 and 5

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
5	River	IB	LU/315/15/PL	Redevelopment of site to accommodate 10 No. dwellings & 2 No. flats with associated parking & landscaping. Increase in floor levels by 300mm. Substitute plans 5739-101 G and 5739-115A and flood risk and drainage statement	131-135 Arundel Rd Littlehampton	No Objection
5	River	IB	LU/4/16/HH	Reposition back door from side to rear & internal alterations	10A Granville Road Littlehampton BN17 5JU	No objection
5	Courtwick with Toddington		LU/9/16/PL	Change of use from storage & repair of furniture, sale of goods & workshop centre to B1 (Business) use	Enterprise Units 1 - 5 Harwood Road Littlehampton BN17 7AT	No Objection
5	River	IB	LU/7/16/HH	Single storey front & side extension with minor internal alterations	53 Highdown Drive Littlehampton BN17 6HH	No Objection

Littlehampton Town Council

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Town Clerk – Peter Herbert

MINUTES of a **MEETING** of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 7th MARCH 2016** at **6.30PM**

Present: Cllrs Buckland (Chair), Blanchard-Cooper, Chester, and Warren QVRM

2015/2016

138. EVACUATION PROCEDURES

The evacuation procedures were noted.

139. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

140. APOLOGIES

There were apologies from Councillor Purchese.

141. 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 Buckland declared a personal interest across the agenda in Arun District Council and West Sussex County Council matters as a District and County Councillor.

142. MINUTES

The Minutes of the meeting held on 8th February 2016, previously circulated, were confirmed as a true record and signed by the Chair.

143. CHAIR'S REPORT AND URGENT ITEMS

143.1 Changes to the opening hours of railway ticket offices

The Committee received details of proposals to modernise operations at a number of railway stations operated by Southern Rail (copy attached to the minutes). Observing the increased reliance upon self-service ticket machines and the "Station Host", Members questioned whether the technology would be available to meet passenger needs, particularly when travelling long distances. Whilst it was noted that the "Station Host" would be able to access the ticket office machines, it was agreed that Officers would obtain clarification on the availability of tickets and circulate the information to Members. It was therefore **RESOLVED** that:

The update be noted.

144. PUBLIC FORUM

There were two members of the public present.

144.1 Regarding Southern Rail's proposed changes to the opening hours of the Littlehampton Station ticket office, Mr Terry Ellis of the Littlehampton Civic Society stated that Station was an important gateway to the Town. He commented that as such, there was a heavy reliance on the Railway station being manned and that this should continue to ensure the smooth movement of visitors from the station to local attractions.

144.2 The Chair thanked Mr Ellis for his comments.

144.3 Mr Ellis asked if the Town Council was aware that focus group meetings had been arranged on 16th March by the District Council to discuss Littlehampton Regeneration and the related 9 Big Ideas proposals and that designers had already been appointed. Emphasising the need for the three local authorities to be working together, he asked why the Town Council wasn't more involved in the process.

144.4 In response the Assistant Town Clerk, assured Mr Ellis that the Town Council continued to work with the District Council on the regeneration proposals for the Town. She confirmed that the Town Council and Members had received invitations to the focus groups and that Ward Members and the Major Projects Manager would be attending the focus group sessions on 16th.

145. PLANNING MATTERS

145.1 Planning Applications – Lists 6,7,8 and 9.

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

146. TOWN COUNCIL PRIORITIES

The Committee received a report which identified the priorities for this Council (2015 – 2019) that would be monitored/reviewed by the Planning and Transportation Committee (previously circulated). Similar reports were being prepared for all the Town Council's Committees and would identify any future actions and/or recommendations that would be required by the respective Committee to take each priority forward. It was **RESOLVED** that:

The update be noted.

147. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

147.1 Update on Bus Provision

The Committee received a report (previously circulated) which outlined the current position with regard to bus services in Littlehampton. The report also set out the current situation regarding the no 12 bus service and proposals for a new service funded by S106 monies from the new developments in North Littlehampton. The Committee went on to consider the report in more detail.

147.2 Discussion focussed on the key components of a new service as set out in paragraph 4.4 of the report. These were supported with the inclusion of other

areas if appropriate. It was however noted that the Section 106 funding derived from the Courtwick and North Littlehampton developments specified that funding would be passed to the County Council with the proviso that it was applied "towards a bus service and to no other purpose". The current negotiations were therefore centred on securing a new bus route in accordance with this agreement.

147.3 It was noted that any subsidised bus service could not compete with an existing commercial route but would in part determine the shape/route of any new bus service. The objectives for a new service were to encourage residents of the new developments to use public transport services and to give them access to key facilities in the town. It was emphasised that the long term aim for the new service was to become commercially viable and therefore not requiring subsidy, after the S106 funding was exhausted. Routes might also be subject to change when the Fitzalan Road extension was completed so any interim service would be reviewed at this stage.

147.4 Recognising that these discussions were being progressed through the North Littlehampton Steering Group, suggestions that it would be beneficial to organise a public transport consultation event and involve neighbouring parishes in the negotiations were not supported. It was also considered prudent that the Town Council remain open minded and as flexible as possible regarding future service provision. The Assistant Town Clerk confirmed that the Committee would continue to receive reports as the negotiations progressed. Noting that the development in North Littlehampton had only recently started it was acknowledged that routes through the development had the potential to alter as building progressed. The views of Members would therefore be sought when a firm route proposal was known. The Committee therefore **RESOLVED**:

1) ***To note that the Town Council financial subsidy for the No.12 bus (including the Courtwick diversion) could end as soon as 31st March 2017 if a new service was in place.***
2) ***That officers continue to review with partners a new route that provides a service to central amenities in Littlehampton, in accordance with conditions laid down in S106 agreements for the Courtwick and North Littlehampton new developments.***

147.2 The Future of the 3in1 Card Concessionary Travel Scheme

The Committee received details of a public consultation from the County Council (previously circulated) which sought views on the 3in1 Card Concessionary Travel Scheme. Enquiries made with the young people who used the Project 82 facilities showed that there was little awareness or use of the Card. It was therefore **RESOLVED** that:

Members be encouraged to respond individually to the consultation.

148. THE ADOPTION OF NEW ROADS

148.1 The Committee had before it a report (previously circulated) which contained background regarding the process by which local highway authorities may adopt roads. The Department for Transport (DfT) had established a working group to produce guidelines in respect of roads on planned new residential developments. A draft Advice Note had subsequently been published (copy attached to the minutes) which aimed to improve the effectiveness of the process for road adoption. It was noted that the DfT were seeking comments on the draft.

148.2 Members wished to have more time to consider the content of the Draft and it was agreed they would forward their views to the Committee Assistant who would collate responses. In view of their roles in the planning and approval of highways infrastructure, the Committee also considered it important that the proposals be brought to the attention of both the District and County Council and that they be encouraged to respond to the DfT questionnaire. It was therefore **RESOLVED** that:

1) ***The Draft Advice Note be sent to the District and County Council's.***
2) ***Members forward comments to the Committee Assistant by 24th March 2016.***

149. SEA DEFENCE CONFERENCE

The Committee received details of a conference hosted by Selsey Town Council (previously circulated) aimed at bring together representatives of coastal communities affected by sea flooding. This was a free event and numbers were limited to two representatives per parish. It was therefore proposed that the Assistant Town Clerk and the Chair of the Committee attend the conference as the Town Council's representatives. The Committee supported this proposal and it was therefore **RESOLVED** that:

The attendance of the Chair at the Sea Defence Conference on 26th April 2016 be agreed as an Approved Duty.

150. MASTERPLAN – NORTH LITTLEHAMPTON

The Committee noted that the Steering Group met on 26th February 2016 and that the Town Clerk would be meeting with the District Council shortly to discuss road names on the new development.

151. EXEMPT BUSINESS

There was none.

The meeting closed at 7.48pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 7th March 2016
Representation on Lists 6, 7 and 8

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
6	River	IB	LU/5/16/CLE	Application for certificate of lawfulness for an existing use for 3 No. flats	21 Beach Road Littlehampton	No objection
6	Beach	DP	LU/3/16/L	Application for Listed Building Consent to convert one bed flat into two bed flat involving re-arrangement of 3 internal partitions	Flat 2 16 South Terrace Littlehampton BN17 5NZ	No objection providing that the room sizes meet the minimum space standards.
6	River	IB	LU/19/16/PL	Variation of condition 7 imposed under LU/517/04/ to restrict access from River Road and Surrey Street.	Former Littlehampton Market Surrey Street Littlehampton BN17 5BG	No objection.
7	River	IB	LU/13/16/PL	Replacement of single glazed windows with double glazed bi-fold windows at front of property. Replacement of door leading on to balcony at front of property	64C South Terrace Littlehampton BN17 5LG	No Objection.
7	Courtwick with Toddington		LU/26/16/HH	Demolition of existing porch & erection of new porch to front elevation (resubmission following LU/314/15/HH).	The Lodge Courtwick Lane Littlehampton BN17 7PA	No objection.
7	Courtwick with Toddington		LU/29/16/PL	1 no. ATM as a through glass installation	97 Wick Street Littlehampton	No objection.
7	Courtwick with Toddington		LU/30/16/A	Advertisement Re: ATM as a through glass installation	98 Wick Street Littlehampton	No objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 7th March 2016
Representation on Lists 6, 7, 8 and 9

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
7	River	IB	LU/22/16/PL	2 no. replacement windows	Flat 2 St Catherines Court Irvine Road Littlehampton BN17 5HP	No Objection
8	Beach	DP	LU/6/16/HH	Demolish boundary wall and replace with a close boarded timber fence 1.8m high and 16m long.	2 The Winter Knoll Littlehampton BN17 6ND	No Objection
8	Beach	DP	LU/25/16/HH	Vehicular crossover & front drive	108 Beaumont Park Littlehampton BN17 6PH	No Objection subject to the comments of West Sussex County Council as the Highways Authority.
8	Courtwick with Toddington		LU/28/16/HH	PVCu conservatory to rear	12 Boniface Avenue Littlehampton BN17 7PD	No objection.
8	Courtwick with Toddington		LU/23/16/HH	Side garage extension	Oak Ridge Toddington Lane Littlehampton BN17 6JX	No objection.
8	Beach	DP	LU/41/16/L	Listed planning consent for the removal & replacement of stud partition wall & doorway to bathroom & reduce length of current bathroom.	Flat 2, Ground Floor 24 South Terrace Littlehampton BN17 5PA	No Objection.
9	Beach	DP	LU/40/16/PL	Removal & replacement of stud partition wall & doorway to bathroom & reduce length of current bathroom.	Flat 2, Ground Floor 24 South Terrace Littlehampton BN17 5PA	No Objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 7th March 2016
Representation on Lists 6, 7, 8 and 9

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	IB	LU/45/16/PL	6no. two bed & 3no. one bed apartments with associated cycle & refuse storage	The Locomotive Inn 5 Terminus Road Littlehampton BN17 5BS	No objection. However, concerns remain that wthout car parking provision, the development will add to the existing problem of congestion generated by car parking in the immediate vicinity.
9	River	IB	LU/51/16/HH	Two storey rear extension & single storey side extension. Resubmission of LU/386/15/HH	52 Highdown Drive Littlehampton BN17 6HH	**OBJECTION**: This would have an adverse impact on the residential amenity of neighbours by reason of the scale and size of the proposals which were considered overbearing and out of character when compared with existing development in the vicinity.
9	River	IB	LU/46/16/HH	Porch at front elevation	56 East Street Littlehampton BN17 6AN	No objection.

Littlehampton Town Council

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Town Clerk – Peter Herbert

MINUTES of a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 22ND FEBRUARY 2016** at **6.30PM**

Present: Cllrs Squires (Chair), Belchamber MBE, Blanchard-Cooper, Tandy and Warren QVRM. Cllr Ayres (the Mayor) attended Ex-officio.

2015/2016

37. EVACUATION PROCEDURES
The evacuation procedures were noted.

38. FILMING OF COUNCIL MEETINGS USE OF SOCIAL AND MEDIA MOBILE PHONES
The procedures were noted.

39. APOLOGIES
There were apologies from Councillor Rickeard.

40. 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. None were declared at this point.

41. MINUTES
The Minutes of the meeting held on 14th December 2015 (previously circulated) were confirmed as a true record and signed by the Chair.

42. PUBLIC FORUM
There was one member of the public present.

42.1 Observing that the Town Council had recently employed temporary cover for the Manor House reception, Mr Ellis of the Littlehampton Civic Society stated that he had been approached by individuals who had expressed an interest in volunteering to provide temporary cover in this area. He therefore asked if consideration could be given to using local volunteers to provide temporary cover on the Manor House Reception.

42.2 The Town Clerk explained that although this would require careful managing, he would bear this suggestion in mind if the opportunity arose in the future.

42.3 Mr Ellis also expressed concern that Inspire Leisure, in preparation for their contract with the District Council coming to end, had begun removing signage from key leisure sites in Littlehampton such as the Windmill Cinema. This was

causing concern as it could become more widespread and give the impression that these facilities were closed for business.

42.4 In response, Councillor Blanchard-Cooper stated that he had raised this issue with the District Council. Whilst it was understood that the notice boards which were the property of the District Council were unaffected, he was waiting for clarification regarding the affected signage.

43. CHAIR'S REPORT AND URGENT ITEMS

There were none.

44. OFFICERS REPORTS

44.1 Standing Orders: Urgent Actions

The Committee received and noted three Urgent Actions (previously circulated) for funding in the amount of £2,605 to cover additional work required as part of the refurbishment of the windows in the Manor House, £8,500 per annum to cover the costs of an additional two days' work per week for the Archives and Exhibitions post over a one-year period and £11,000 to cover unbudgeted staffing costs relating to extended maternity and unexpected sickness cover.

44.2 Staff Sickness

The Committee considered the latest staff sickness report (previously circulated). It was noted that the sickness records for a ten year period were reported. Observing the availability of staff welfare facilities in other sectors, it was suggested that the Town Council instigate free flu vaccinations for its staff. It was agreed that the Town Clerk would investigate the costs of this and report back to the Committee. It was **RESOLVED** that:

The report be noted.

44.3 Town Council Priorities

44.3.1 The Committee considered a report (previously circulated) which set out progress with the priorities for the Council (2015 – 2019) that were under the auspices of the Committee. The Town Clerk explained that each Committee would receive similar reports as they related to their areas of responsibility which would also identify future actions and/or recommendations as required to take each priority forward.

44.3.2 The Committee went on to consider the report in more detail and discussion focussed on progress with the Helm Project and the future of the Keystone site. There had been very limited progress with the Helm and the Town Clerk reported that he had met informally with the Chief Executive of the District Council to discuss the Town Councils' aspirations.

44.3.3 Regarding the Keystone, the Town Clerk reported that the District Council were still keen to progress this scheme despite Government funding being reduced to support new Council Houses. A copy of the Operational Plan for the new-style youth provision had been shared with the District Council and comments were awaited. It was **RESOLVED** that:

The report and update be noted.

44.4 Manor House Structural Investigation

The Committee considered a report (previously circulated) which contained an update on the progress to date regarding the structural investigation on the Manor House. The Town Clerk explained that owing to the initial poor response from contractors, the deadline for tenders had been extended to the 19th February. Members supported extending the deadline in order to understand the financial implications of the work required. It was noted that the outcome of the tender process would be reported to the Committee at the next meeting and it was therefore **RESOLVED** that:

The report and update be noted.

44.5 Manor House Energy Efficiency Report

The Committee had before it a copy of the recently issued Display Energy Certificate and Advisory Report relating to the Manor House (previously circulated). The Town Clerk explained that Officers were in the process of evaluating the information and that a full report and costings would be presented to the Committee for consideration at the next meeting. It was **RESOLVED** that:

The report be noted.

44.6 Littlehampton Twinning Association

Councillors Belchamber MBE and Squires declared personal interests in this matter as members of the Littlehampton Twinning Association.

The Committee considered a letter from the Association (previously circulated) regarding the positioning of a road sign to the Durmersheim Garden. It was proposed that the sign be moved from its current position in Harbour park to somewhere within the Durmersheim Garden at the Manor House. It was noted that the sign had been presented as a gift to the Town to mark the 25th anniversary of the twinning with Durmersheim. Members unanimously supported this proposal and it was therefore **RESOLVED** that:

The Durmersheim sign be relocated to a site in the Durmersheim Garden at the Manor House (subject to Planning Approval, if required).

44.7 Committee Meeting Dates 2016/17

The Town Clerk explained that the recently approved schedule of meetings contained meeting dates in May 2016 and 2017 for this Committee. Both dates were not required and it was therefore proposed that the May meeting dates were removed from the 2016 and 2017 calendar. It was noted that the June dates would remain and it was therefore **RESOLVED** that:

The meetings scheduled for 16th May 2016 and 15th May 2017 be cancelled.

45. FINANCE

45.1 Committee Finance Report

The Committee considered a report (previously circulated) setting out any significant variances from budget in income and expenditure relating to the Committee budget for 2015/16. The Town Clerk clarified light overspends on three budget heads. Observing the slight overspend on LED lights for the Museum, Members considered this would be offset by a reduction in energy costs in the long term. It was therefore **RESOLVED** that:

The report be noted.

46. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next meeting of the Steering Group was scheduled to take place on Friday 26th February.

The Committee Assistant left the meeting at 7.05pm.

47. 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.

48. OFFICER'S EXEMPT REPORT

48.1 Staffing Update

The Committee received a presentation from the Town Clerk (for Members of the Council only) seeking initial comments to assist him in the preparation of a report that would address the Amenity Team Leader post and recruitment and retention issues. An Extraordinary Meeting would be required in the next few weeks. It was **RESOLVED** that:

The procedure be noted.

The meeting closed at 8.30 pm

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CHAIR

Littlehampton Town Council

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Town Clerk – Peter Herbert

MINUTES of a meeting of the **GOVERNANCE AND AUDIT COMMITTEE** held in the **MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **TUESDAY 9TH FEBRUARY 2016** at **6.30PM**

Present: Cllrs Purchese (Vice Chair in the Chair), Blanchard-Cooper, Squires and Warren QVRM

2015/2016

22. EVACUATION PROCEDURES
The evacuation procedures were noted.

23. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

24. APOLOGIES
There were apologies from Cllr Northeast.

25. DECLARATION 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. There were none.

26. MINUTES
The Minutes of the meeting held on 29th September 2015 (previously circulated) were confirmed as a true record and signed by the Chair.

27. PUBLIC FORUM
There were no members of the public present.

28. CHAIR'S REPORT AND URGENT ITEMS
There were none.

29. OFFICER'S REPORTS

29.1 Standing Orders and Committee Delegations Update
The Committee had before it a copy of the Town Council's Standing Orders and Scheme of Delegation in respect of the Planning and Transportation Committee (previously circulated) which had been reviewed following the end of the Devolved Planning pilot. It was **RESOLVED** that:

Council be RECOMMENDED to approve the Council's updated Standing Orders and Scheme

of Delegation in respect of the Planning and Transportation Committee.

29.2 Financial Regulations update

The Committee considered a report (previously circulated) which contained an updated version of the Council's Financial Regulations on Contracts. The Finance and Resources Manager confirmed that the changes had been necessary to bring the policy in line with current legislation. It was **RESOLVED** that:

Council be RECOMMENDED to approve the Council's updated Financial Regulations on contracts.

29.3 Complaints and Contacting the Council

29.3.1 The Town Clerk presented a report (previously circulated) which contained proposals to update the current arrangements for contacting the Council and handling requests for information. The Committee went on to consider the proposals in more detail.

29.3.2 Regarding the Ways to Contact the Council document, the importance of encouraging and capturing feedback as a means of measuring performance and identifying trends was acknowledged. Members observed that there were many social media forums that enabled the public to comment on different aspects of the Town Council's services and that these needed to be captured. The Committee welcomed the inclusion of links in the guidance to encourage feedback online and it was also suggested that the wording in the guide be strengthened through the introduction of "tell us what you think / how are we doing" phrases.

29.3.3 It was noted that the Complaints Policy and Procedure had been amended to provide clarity on what constituted a complaint and how complaints regarding the conduct of the Town Clerk were handled. Reviewing the summary of complaints for 2015, Members were pleased to note that there were relatively few and that they had all been resolved. Whilst the introduction of a Register of Complaints, Comments and Requests for Information, would initially generate more comment, Members considered that this was a positive step forward. It was noted that staff were now encouraged to record comments and that the Town Clerk would be sending a reminder to all staff together with details of the new register. It was therefore agreed that the Committee would receive a summary of the comments every six months or more frequently if required.

29.3.4 The Town Council was required to issue details of the information it published and how it could be obtained. This was contained in Publication Scheme. Whilst no changes were proposed to the substance of this document, there were a number of typographical errors that would be corrected before it was reissued. Members went on to discuss how the Council publicised its Committee meetings. The statutory requirements in terms of publishing agendas were noted but it was felt that they did little to engage the public and that more imaginative ways of publicising meetings should be deployed. It was suggested that the Council could use its Facebook pages more effectively in this respect and that with the exception of the Manor House, the

agenda format could be revised to make it more eye catching. It was agreed that the Town Clerk would take these suggestions forward. It was therefore **RESOLVED** that:

(1) ***The revised "Ways to Contact Your Council" document be amended to reflect the views of the Committee and endorsed.***
(2) ***The revised Complaints Policy be RECOMMENDED to Council for approval.***
(3) ***The summary of complaints in 2015 be noted and that the Committee receives a summary report every six months.***
(4) ***No changes other than the correction of typographical errors were required to the Publication Scheme.***
(5) ***The Council's Freedom of Information Policy be noted.***
(6) ***The introduction of Registers of Complaints, Comments and Requests for Information be noted.***

29.4 Internal Audit Report 2015/16

The Finance and Resources Manager presented a report which set out details of the Internal Audit Report for the Town Council for the 2015/16 financial year and his findings (previously circulated). The Committee thanked the Finance and Resources Manager for her work and **RESOLVED** that:

(1) ***The interim Internal Audit report for the year ending 31st March 2016 be noted.***
(2) ***Mulberry & Co. be reappointed as the Councils Internal auditor for three years from 2016/17 to 2018/19.***

29.5 Annual Review of Corporate Risk Registers

The Committee considered a report which set out the outcome of the annual review of the Council's Risk Registers (previously circulated). Although there was very little change in the registers, they were considered a thorough and detailed assessment of the Town Council's activities. It was therefore **RESOLVED** that:

The Council's Corporate Risk Registers as set out in Appendix 3 and 4 attached to the report be approved.

29.6 Annual Review of Internal Controls

The Committee considered a report which set out details of the Town Council's Internal Controls (previously circulated). The Finance and Resources Manager explained that the Internal Auditor assessed the effectiveness of the Town Council's Internal Controls as part of his inspection.

The Committee was satisfied that the Annual Governance Statement was robust and had been complied with. It was therefore **RESOLVED** that:

Council be RECOMMENDED to approve Statements 2, 5, 6 and 7 of the Annual Governance Statement and that they have been complied with.

29.7 Procurement Policy

The Finance and Resources Manager presented a report (previously circulated) which contained a revised draft Procurement Policy. She explained that the policy had been reviewed and updated to bring it into line with changes in legislation. The revised document therefore set out the principles and had resulted in a document that was more easily understood. It was noted that the main regulations were set out in the Council's Standing Orders and Financial Regulations. There was a brief discussion about the threshold for publishing expenditure on the website and it was noted that the transaction value was a minimum of £500. It was **RESOLVED** that:

The revised Procurement Policy be RECOMMENDED to the Policy and Finance Committee for consideration prior to seeking the approval of Full Council.

29.8 External Audit Procurement

The Committee considered a report (previously circulated) which contained an update on progress in establishing the NALC/SLCC Sector led body to procure External Audit services on behalf of Town and Parish Councils. It was noted that proposed fees are the same as currently paid. It was therefore **RESOLVED** that:

The update be noted.

30. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

31. EXEMPT BUSINESS

There was none.

The meeting closed at 7.04 pm.

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CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Full Council**

Date: **31st March 2016**

Report by: **Town Clerk**

Subject: **Mayor's Discretionary Grant Fund**

1. Summary

1.1 Applications for discretionary funding are made by Members of the Town Council on behalf of clubs, societies or organisations that are based in Littlehampton or Wick through the Town Clerk. The funding is approved by the Town Clerk on the recommendation of the Town Mayor and is reported at the next Council Meeting. Grants are awarded from the beginning of the Mayoral year until 31st March the following year. Council is asked to note the payments to date.

2. Recommendation

2.1 Council is recommended to note the awards from the Mayor's Discretionary Fund as set out in the table below.

3. Background

3.1 The Mayors Discretionary Grant Fund provides a pool of funding for local non-profit organisations supported by un-paid volunteers for projects that demonstrate significant community improvement or involvement. The nominated club, society or organisation must not be a private or commercial organisation and the greater proportion of their membership must be based in Littlehampton and Wick. The maximum amount the Mayor may allocate for the Discretionary Grant Fund in one year will be allocated annually in the budget. The Budget for 2015/16 is £1,000.

3.2 The funding awarded to an organisation should not exceed £200, unless by referral to The Policy and Finance Committee, and will only be made on one occasion per year to any recipient. It is a condition of the fund that the monies cannot used as a form of top-up for any other grant that has previously been allocated via the Town Council's General Grant Fund. The criteria for the fund is attached as Appendix 1 to this report.

3.3 The funds awarded to date are set out in Table 1 below:

Table 1

Name of organisation	Reason	Amount	Date approved
Mewsbrook Park Community Support Group	For Play Rangers sessions for older children	£100	18/5/16
1087 (Arun Valley) ATC	To assist with the purchase of a new ATC Flag	£160	30/9/15
White Meadows Primary school	Donation towards costs of gardening activities at the School	£25	4/2/16
St Marys Church of England Primary School, Clymping	Donation towards costs of gardening activities at the School	£25	4/2/16
River Beach Primary School	Donation towards costs of gardening activities at the School	£25	4/2/16
Lyminster Primary School	Donation towards costs of gardening activities at the School	£25	4/2/16
Arun Community Church	To assist with the purchase of a refrigerator to provide healthy foods for the Breakfast Club for disadvantaged children in Wick	£200	1/3/16
Worthing Churches Homeless Projects	To assist with the ongoing development of the support in Littlehampton for the homeless and insecurely housed	£100	1/3/16
Total spent to date		**£660**	

4. Financial Implications

4.1 The budget allocated for 2015/16 was £1,000 of which £660 has been awarded to date.

Peter Herbert
Town Clerk

Mayor's Discretionary Grant Fund

Criteria for application from Mayor's Discretionary Fund;

i) Applications for discretionary funding will be made by Members of the Town Council on behalf of clubs, societies or organisations that are based in Littlehampton or Wick through the Town Clerk.

ii) The nominated club, society or organisation must have the greater proportion of their membership based in Littlehampton.

iii) No award will be considered for private or commercial organisations. "Closed" clubs, societies or organisations will need to demonstrate significant community improvement or involvement to qualify.

iv) The funding will not exceed £200, unless by referral to The Policy and Finance Committee, and will only be made on one occasion per year to any recipient.

v) The funding is not to be used as a form of top-up for any other grant that has previously been allocated via the Town Council's General Grant Fund. New initiatives from organisations already in receipt of a Grant will be considered.

vi) Recipients of the funding shall acknowledge Littlehampton Town Council as funders on all correspondence or display the Town Council logo on any item purchased.

vii) The funding will be approved by the Town Clerk on the recommendation of the Town Mayor and will be reported at the next Council Meeting. The maximum amount the Mayor may allocate for the Discretionary Grant Fund in one year will be allocated annually in the budget.

viii) The scheme looks to fund non-profit organisations supported by un-paid volunteers, but as long as the application is not from a group covered in (iii) above, it will be considered.

ix) Grants can only be awarded from the beginning of the Mayoral year until 31st March the following year.