Littlehampton
Town Council

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Town Clerk – **Peter Herbert**

18 September 2012

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 27 SEPTEMBER 2012** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2012/2013

1. EVACUATION PROCEDURES

2. MOBILE PHONES
Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

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 28 June 2012, circulated herewith.

QUALITY TOWN COUNCIL

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. **TOWN SHOW AND FAMILY FUN DAY** – report herewith

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

9.1 **Draft Culture and Leisure Strategy** – report herewith

9.2 **Mr Nigel Lynn – Chief Executive, Arun District Council**

9.3 **Electoral Review of Arun: Draft Recommendations** – report herewith

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

10.1 **Recommendations from Committees**

10.1.1 **Standing Orders, Financial Regulations and Scheme of Delegation** – report herewith

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

10.2.1 **Policy and Finance**

To receive the Minutes of the meeting held on **3 September 2012** – circulated herewith - at which the following items were discussed;

Minutes -

(21.1) Standing Orders and Financial Regulations
(21.2) Payments by Parish & Community Councils – Consultation
(21.3) Harbour Issues
(21.4) Town Centre
(a) Littlehampton Regeneration Sub-Committee
(b) DCLG Paper "Re-imagining urban spaces to help revitalise our High Streets"
(21.5) ADC/LTC Liaison
(21.6) Renegotiation of Section 106 Planning Agreements
(22.1) Finance Report 2012/13
(22.2) Localising Support for Council Tax
(24.) Minutes - Exempt

10.2.2 **Community Resources**

To receive the Minutes of the meeting held on **13 September 2012** – circulated herewith - at which the following items were discussed;

Minutes -

(18.) Minutes
(19.1) South and South East In Bloom
(21.) Allotments Working Group
(22.1) Town Show
(22.2) Project 82 Staffing Report
(22.3) Museum Periodic Report

(22.4) Grant Aid Applications 2012
(22.5) Ferry Update
(22.6) Standing Orders: Urgent Actions
(22.7) Tourism & Events
(22.8) Application for a South-East In Bloom Grant
(22.9) Sport and the Arts Community Event (SPACE) 2012
(23.1) Finance Report 2012/13

10.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **23 July 2012** – circulated herewith - at which the following items were discussed;

Minutes –

(29.) Minutes
(30.1) River Beach Primary School
(30.2) Devolved Planning Training
(33.1) Planning Applications – Lists 26, 27, 28 and 29.
(33.2) Bus Passenger Figures
(34.1) White Meadows Primary School
(34.2) Request For Private Signs On The Highway For White Meadows Primary School
(34.4) West Sussex Waste Local Plan Consultation
(34.5) Current Weather Conditions / Highways Maintenance
(35.) Neighbourhood Plan
(35.1) Consultation Event
(35.2) Informal Date For Members To View The Emerging Draft Plan
(35.3) Visit To The House Of Commons
(35.4) Draft Local Plan

10.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **20 August 2012** – circulated herewith - at which the following items were discussed;

Minutes –

(46.1) Planning Applications – Lists 30, 31, 32 and 33
(46.2) No 12 Bus Passenger Figures
(46.3) Arun District Council Draft Local Plan
(47.) Neighbourhood Plan
(48.) West Sussex County Council Matters

10.2.5 Planning and Transportation

To receive the Minutes of the meeting held on **17 September 2012** – circulated herewith - at which the following items were discussed;

Minutes –

(59.1) Planning Applications – Lists 34, 35, 36 and 37
(59.2) No 12 Bus Passenger Figures

10.2.6 Property and Personnel

To receive the Minutes of the meeting held on **10 September 2012** – circulated herewith - at which the following items were discussed;

Minutes -

(20.1) Server Replacement

(20.2) Project 82 Staffing Report
(21.1) Finance Report 2012/13
(22.) Masterplan – North Littlehampton

10.2.7 Performance and Publicity Overview

To receive the Minutes of the meeting held on **11 September 2012** – circulated herewith - at which the following items were discussed;

Minutes -

(7.1) Press and Media Policy
(8.1) First Quarter Performance Indicators Report
(8.2) Suggested Amendments of Performance Indicators
(8.3) Distributing and Promoting Progress Newsletter

11. OFFICERS REPORTS

11.1 Press and Media Policy – report herewith

11.2 Stage By The Sea – report herewith

11.3 Change of Council Date

It is RECOMMENDED that the meeting of Council approved for Thursday 22nd November 2012 be moved to Thursday 29th November 2012 to avoid a clash with an important meeting of the District Council regarding their Draft Culture and Leisure Strategy and therefore give the Town Council an opportunity, if necessary, to consider any outputs from that meeting.

11.4 Committee Vacancies

Following the resignation of Councillor Scrivener, three vacancies now exist on Committees. These are for a River Ward Councillor on the Planning and Transportation Committee, a Conservative Group Member on the Policy and Finance Committee and a Member on the Performance and Publicity Overview Committee.

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. REPORTS OF COMMITTEES – (EXEMPT)

15.1 Recommendations from Committees – report herewith

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

15.2 Committee Minutes (Exempt)

15.2.1 Property and Personnel

To receive the Exempt Minutes of the meeting held on **10 September 2012** – circulated herewith - at which the following items were discussed;

Minutes -

(24.1) Dairy Site

(24.2) Services Manager

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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 JUNE 2012** at **6.30pm**

PRESENT: Cllrs Gammon (Mayor), Ayres, Belchamber MBE, Caffyn, Emberson, Hulmes, Long, Neno, Northeast, Scrivener, Squires, Dr Walsh and Weston

2012/2013

17. EVACUATION PROCEDURES
The Chair outlined the evacuation procedures.

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

19. APOLOGIES
Apologies were received from Councillors Bowyer and Britton.

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

21. MINUTES
The Minutes of the Annual Council meeting held on 24 May 2012 (previously circulated) were confirmed as a true record and signed by the Mayor.

22. TOWN MAYOR'S REPORT and URGENT ITEMS
It was with great sadness that the Mayor reported on the recent loss of two Community members:-

22.1 **MISS DOROTHY CLEVITT MBE**
Miss Dorothy (Dot) Clevitt had been a stalwart member of the community and in December 2000 her work was recognized and Dot was awarded an MBE in the New Years Honours List for her services to the community.
Dot was a founder member of the Littlehampton Bonfire Society and the Littlehampton Twinning Association and for many years worked tirelessly with the Littlehampton Boys Club. She was also an active member on a number of other local voluntary community groups/organisations. Dot loved Littlehampton with a passion and will be sorely missed by all who had the good fortune to know her.

QUALITY TOWN COUNCIL

22.2 **PETER MOOR OBE QPM CPM FCMI**
Peter became a West Sussex County Councillor in 1997 - 2009. He took a great interest in local affairs and was fundamental in establishing the CVS in Littlehampton and was the Founder Chairman of this organisation. Peter fought hard and vigorously for the Voluntary Sector and his work will leave a lasting memory with all his colleagues.

22.3 The Council's thoughts went out to the family and friends of both Dot and Peter and they were thanked for their support and commitment to the community.

22.4 The Mayor circulated a list of her engagements to date and referred to the recent floods in the Town. She gave thanks to all those organisations and individuals who had helped with the flood relief effort.

23. PUBLIC FORUM

There were nine members of public present.

23.1 Mr Alan Humphrey referred to the history of the Town Show, the details of which he had circulated to Members. He referred to the continuing growth of the Show and how well it was received by the Townsfolk. He did not understand why the Show was being moved. He understood that this was to try to get more young people to attend, but referred to the number of entries from young people

23.2 He stated that at the last Community Resources Committee, Cllr Bowyer had referred to the vegetable show as being rubbish. He totally rejected this and asked for this statement to be retracted and for an apology to be made. He also referred to the Annual Town Meeting and how the 70+ people attending had voted for the date to be referred back to the Council. He stated that Cllr Bowyer had dismissed these as not being representative of the Town and again asked for an apology and retraction of this statement.

23.3 Mrs Carol Humphrey stated that the Town Show would not fit into Southfields Jubilee Centre and asked for clarification of the funds that would be set aside for a separate event in 2013

23.4 Mrs Margaret Boulton, of Littlehampton in Bloom, stated that she was disappointed by recent proposed changes in the Town, referring to the proposed closure of the Windmill Theatre and possible relocation of the Littlehampton swimming pool. She was particularly disappointed by the proposal to move the Town Show. Many people had grown used to the date, entries were drawn from all parts of the community and many organisations attended. She asked for the date to be retained as per past years.

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

The Clerk had received an update on cuts in bus services across the County from WSCC. None of these had a direct impact on Littlehampton.

25. REPORTS OF COMMITTEES – (NON-EXEMPT)

25.1 **Recommendations from Committees**

25.1.1 Council considered a report (previously circulated) which drew together the recommendations from the last cycle of Committee meetings that needed to be approved by Council. There were four recommendations for approval by the Council of which two were covered elsewhere on the agenda.

25.1.2 Property and Personnel Committee: 11th June – Southfields Jubilee Centre
Council supported the proposal for caretaking and cleaning at the Centre and **RESOLVED** that:

(1)The staff structure be amended to bring together the Caretakers and Amenity Team under the oversight of the Services Officer
(2)The appointment of caretaker / cleaner resources within the options set out in 3.4 of the Committee report for the maximum of 14 hours per week (probably 12) be approved and delegated to the Town Clerk.

25.1.3 Community Resources Committee: 31st May 2012:- Town Show Date
Council considered a recommendation from the Committee proposing that the horticultural element (Town Show) part of the Town Show & Family Fun Day be transferred to the new Southfields Jubilee Centre on the second Saturday in September with the Family Fun Day moving to the third Saturday of August. A wide ranging debate ensued where the following points were made opposing the recommendation:-

- The views of the speakers at this meeting and the Annual Town Meeting should be adopted
- It would be harmful to both elements if they were split.
- Apart from the marquee, there were very few savings to be made by splitting the event.
- There was concern that there was an agenda against the Town Show and Family Fun Day, which was disappointing given the great success that the event had become.
- There was no logical reason for this proposal
- The Town Meeting had been an excellent opportunity to gauge public opinion.
- The Town Show had originally been arranged in September for good reasons.
- The Town Show had been held in a range of venues, of which the Rosemead option had easily been the best.
- The Centre was too small.

Councillor Dr Walsh proposed an amendment to the recommendation such that both events remained on the second Saturday in September. This was duly seconded and it was requested that a recorded vote be taken.

25.1.4 The Chair of the Committee responded by stating that whilst he sympathised with the points raised, the proposal stemmed from a desire to reduce the cost of the event. He was unsure about whether the Centre would accommodate the Town Show and suggested that the resolution be amended to incorporate the wording "subject to the completion and suitability of the Centre".

25.1.5 The amendment that both events remain on the second Saturday in September was voted upon thus:

Against		**For**		**Abstained**
Cllrs	Gammon	Cllrs	Weston	Cllr Neno
	Hulmes		Belchamber MBE	

Caffyn	Northeast
Emberson	Squires
Long	Dr Walsh
Ayres	
Scrivener	

25.1.6 Cllr Gammon proposed an amendment to the original proposal which was duly seconded adding to the recommendation the statement "subject to the completion and suitability of the Centre".

25.1.7 It was stated that the sizes were known and the Town Show Committee had stated that it would be too small. It was also commented that this was clearly an attempt to be rid of the Show and that if this went ahead the volunteers who ran the event would walk away from it. It was stated that the amendment was an attempt to muddy the waters.

25.1.8 In response to these points it was argued that the Show was working well, but that the Council needed to cut costs. A recorded vote was requested on the amendment.

For	**Against**	**Abstained**
Cllrs Gammon	Cllrs Belchamber MBE	Cllrs Long
Hulmes	Northeast	Scrivener
Caffyn	Dr Walsh	Weston
Emberson	Squires	Neno
Ayres		

In the light of this it was therefore **RESOLVED** that

The Town Show (horticultural etc) be moved to Southfields Jubilee Centre on the second Saturday of September (subject to the completion and suitability of the Centre), with the Community Family Fun Day being held on the third Saturday of August 2013.

25.2 Members' Code of Conduct

Council considered a report (previously circulated) which, following discussions at the Policy and Finance Committee, proposed a new Code of Conduct and associated arrangements. The Clerk stated that the Code was different from that adopted by the District Council but was to protect Councillors from complaints.

25.2.1 In response to a question the Town Clerk explained that the outcomes arising from the new legislation included personal; personal and prejudicial as well as Disclosable Pecuniary Interests (DPI). He believed that the District Council's Code was certainly not a refinement and left Members more open to allegations of misconduct. Whilst the County model / LTC draft Code was lengthier, it clearly stated what Members should and shouldn't do, which would greatly reduce complaints.

25.2.2 The reasons for exclusion from an item where a member had a personal and prejudicial interest (other from public question time) were principally to stop any involvement in the decision making process. The Clerk emphasised that

for a DPI, the Member would be excluded from all of the discussion and would not be allowed to participate, even at Public Forum/Question Time. This meant that Cllr Hulmes was correct in saying that a Member would have a lesser right in terms of attending meetings etc than other members of the public. However, other members of the public were not in a position to make decisions, nor did they have such a position of influence. These types of interest would also only occur very infrequently.

25.2.3 The rules on pecuniary interests were to inspire public trust and confidence in the workings of local government and dispensations would only be made in exceptional circumstances.

25.2.4 The rules on pecuniary interests were to inspire public trust and confidence in the workings of local government and dispensations would only be made in exceptional circumstances.

25.2.5 Other observations by Members included the belief that the District Council would need to review their code in the near future and that District Councillors had not been fully briefed on the Code. It was commented that it was unfair that the public could make accusations against members without that Member being aware or able to respond, but the Clerk advised that he understood that under the new Code, Members would be informed of complaints/accusations. Council **RESOLVED** to:-

(1) Adopt the new Code of Conduct as set out in Appendix 1 of the report

(2) Adopt the Dispensation Scheme as set out in Appendix 2

(3) Approve the temporary delegation of Standards matters to the Audit Committee as set out in paragraphs 3.12 to 3.15 of the report

(4) Otherwise note the report.

25.3 Committee Minutes (Non-Exempt)

25.3.1 **Policy and Finance**

Council received the Minutes of the meeting held on 18 June 2012 (previously circulated) with no matters arising.

25.3.2 **Community Resources**

Council received the Minutes of the meeting held on 31 May 2012 (previously circulated) with no matters arising.

25.3.3 **Planning and Transportation**

Council received the Minutes of the meeting held on 28 May 2012 (previously circulated) with one matter arising. Cllr Northeast referred to the Flooding in the Town and stated that although a fantastic relief effort had been made, there had been little help for residents when the floods were rising. He personally had been unable to obtain sandbags and asked whether the Town or District Council should provide these, together with sand for residents to fill their own. The Clerk hoped that the Flood Plan would be reviewed, to include a community response plan. An article would be included in Progress on lessons learnt. The Mayor was congratulated for her assistance at the Floods. Cllr Belchamber MBE referred to a previous flood, whereby Southern

Water installed larger drains in the Town. He believed that they should be approached for a solution to the issue.

25.3.4 **Property and Personnel**

Council received the Minutes of the meeting held on 11 June 2012 (previously circulated) with one matters arising where it was noted that the shelters on either side of the Arun Footbridge would be removed in the Autumn and replaced by benches.

25.3.5 **Performance and Publicity Overview**

There have been no meetings of this Committee since the last Council meeting.

26. OFFICER'S REPORTS

26.1 **Annual Review of Corporate Risk Assessments**

Council considered a report (previously circulated). Members were concerned that risks should be minimised and the Clerk stated that this had been addressed where possible, with no risk rating above 3. Some typographical/spelling errors were noted that would be rectified.

It was **RESOLVED** that:

The Annual Review of the Council's Risk Registers be endorsed.

26.2 **Statement of Accounts - Annual Return 2011/12**

Council considered a report (previously circulated) setting out the 2011/12 Annual Return, which forms the Statutory Statement of Accounts for the Council as at 31st March 2012. Council were satisfied with the Annual Return and therefore **RESOLVED** that:

1. ***The Annual Return - Statement of Accounts be approved and the Mayor be authorised to sign accordingly.***
2. ***The Annual Governance Statement be approved and the Mayor and Town Clerk be authorised to sign accordingly.***
3. ***It was recorded that there are no potential conflicts of interest between Members and the Council's Auditors Mazars***
4. ***The Internal Auditors Report be noted***

26.3 **Statement of Accounts- Unaudited**

Council considered a report (previously circulated) setting out the detailed Statement of Accounts for 2011/12. It was **RESOLVED** that:

The unaudited Statement of Accounts be approved and the Mayor and RFO be authorised to sign the Balance Sheet accordingly.

26.4 **Rosemead Youth Shelter**

Council considered a report (previously circulated) which outlined the vandalism of the shelter and the costs of repair. There were concerns that the

removal of the shelter would displace the young people to the children's' play park and also that the Police were not able to effectively police the shelter. It was therefore **RESOLVED** that:

1. ***The Youth Shelter be repaired as set out in the report***
2. ***Policing of the site with the local police to address the concerns of Members arising from the report.***

27. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

Cllr Caffyn reported on Wick Information Centre, who had enjoyed their Queens Jubilee party. Seven volunteers were presented with certificates for their assistance at the Centre. The Centre hoped to come to an agreement with Homelink next year over produce and flowers.

28. MASTERPLAN – NORTH LITTLEHAMPTON

The Clerk had nothing to report.

29. 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.

30. COMMITTEE MINUTES (EXEMPT)

Policy and Finance

Council received the Exempt Minutes of the meeting held on 18 June 2012 (previously circulated for Members of the Council only) with no matters arising.

31. OFFICERS REPORTS (EXEMPT)

31.1 **Church Street Offices: Borrowing Approval**

Council considered a report (previously circulated for Members of the Council only) which included a recommendation from the Policy and Finance Committee. A concern was raised over the increased cost of the project, but otherwise the recommendation was supported and it was **RESOLVED** that:

1. The Clerk be instructed to seek borrowing approval from DCLG, through SALC, for the sum of £300,000 over a fifteen year term to allow for the purchase and demolition of the former District Council Housing offices in Church Street.

2. The Town Clerk and RFO, in consultation with the Mayor and Chair of the Policy & Finance

Committee be given delegated authority to approve the details of the loan.

The meeting closed at 8:05pm.

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TOWN MAYOR

Littlehampton Town Council

Non-Confidential

Committee: **Council**

Date: **27 September 2012**

Report of: **Town Clerk**

Subject: **Town Show and Family Fun Day**

1. Summary and Background

Council will be aware of the extended discussions regarding the possible splitting of the Town Show and Family Fun Day. These are reflected in the minutes of the last meeting of Council and the meeting of the Community Resources Committee on 13 September, both of which are included within these agenda papers. A recommendation from Committee has been determined and this is set out below. However, Council is also asked to confirm the location of the event and that the date of the re-combined Town Show and Family Fun Day is the second Saturday of September, or otherwise, as this was not clarified at the Community Resources Committee.

2. Recommendation

Council is RECOMMENDED to agree that the Town Show and Family Fun Day should stay together in one place with the marquee and should not be split and to confirm the location and date of the event.

3. Financial Implications

The only implications that arise are if the two events are split. In this case, the hire cost of the Town Show marquee and tables would not need to be met, leading to a saving of £2,650. As highlighted at the Community Resources Committee, an underspend of £3,000 has been achieved on the Town Show and Family Fun Day this year.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non Confidential

Committee: **Council**

Date: **27 September 2012**

Report of: **The Town Clerk**

Subject: **Consultation on Arun District Council's Leisure & Cultural Strategy**

1. Summary

1.1 This report sets out the options from 'Arun District Council's Draft Strategy for Leisure and Culture Provision in Arun District' in relation to Littlehampton.

1.2 The report seeks Members views so that a response to the Consultation on the proposed options can be made to Arun District Council.

2 Recommendations

Council is recommended to:

i) Agree a response to Arun District Council to each of the proposed options set out both in this report and other consultation documents.

3 Background

3.1 Arun District Council commissioned Colliers International in August 2011 to deliver a Draft Leisure Strategy to determine if there were enough leisure and cultural activities on offer in the District and if not how they could be improved.

3.2 A first draft was published in December 2011 and was presented to Arun's Cabinet in January 2012. Following a number of residents surveys on the first draft Colliers were commissioned to look in more detail at the main projects considered in the Strategy and to undertake further consultation.

3.3 This process resulted in a second draft of the report which was published in August 2012 and which from 17th September was available for public consultation. The current draft contains a large amount of information but this report will focus on the key recommendations and in particular how they will affect Littlehampton.

4 Options

4.1 The study focuses on out-of-home activity in three categories: Active Leisure, Culture and Entertainment. For Littlehampton this largely represents changes to Littlehampton Swimming and Sports Centre and Littlehampton Waterfront incorporating the Windmill Entertainment Centre.

5 Littlehampton Swimming and Sports Centre

5.1 The study concluded that:

- Swimming pool based leisure centres are considerably the biggest financial liability to Arun District Council in relation to leisure services
- The private sector is not able to make this provision without subsidy
- ADC could substantially reduce any subsidy by investing in its facilities in partnership with a private sector operator
- Any withdrawal of provision would undermine the competitiveness of the area and substantially reduce the well-being of the local area

5.2 The options for Littlehampton Swimming Centre are as follows:

1. New and improved leisure centre at or adjacent to Littlehampton's new Academy School site which could include a new 8 x 25m lane swimming and learner pool, 100 station gym, a dance studio, sports hall and changing facilities
2. Major refurbishment of the existing Centre to include a new reception and cafe, better gym with views over the sea and new changing rooms
3. New Leisure Centre on the existing site, (similar facilities to option 1)

5.3 Option 1

Estimated cost c£14.3m (developer contribution c£6.5m - £9.8m range subject to amount of affordable housing required).

The report states several advantages of pursuing this option as follows:

- Easier for the 1,800 students of the school to use
- Closer to the family orientated residential areas to the north of the town
- Better for the new housing developments
- Easier to get grant funding for new leisure centres that are built adjacent to schools.
- The revenue generated from the development of the existing site could be maximised to help pay for it
- Both the identified sites at or near the Academy would allow a new Leisure Centre to be separate from the school and not feel part of the school

But.....

- Would the school have exclusive access at certain times and/or would there be a dual use agreement?
- Although the new location, provides better access for residents in north Littlehampton and Arundel, what about the south and large population to the east of Littlehampton? The current site on the town boundary is roughly in the middle of the catchment area although it is accepted that access, particularly by public transport, to the centre is relatively poor.
- What would happen to the Arun Youth Aqua Centre behind the existing swimming and sports centre site if the land was sold off?

5.4 Option 2

Estimated cost – c£5.5m (developer contribution from partial development of the site c£2.2m - £3.7m range subject to amount of affordable housing required)

The report states several disadvantages of pursuing this option as follows:

- Less likely to attract funding from Sport England as not located near a school
- Refurbishment option does not include a sports hall because of the need to sell of the existing space for housing development

But...

- Still a less expensive option
- Do residents want to lose the swimming centre to an Academy based site?
- A large sports hall could be accommodated on the Academy site, which would make sense in terms of access for school teams etc whilst retaining the swimming pool at the existing site

5.5 Option 3

Estimated cost - £14.3m (developer contribution from partial development of the site c£2.2m - £3.7m range subject to amount of affordable housing required).

This option is not considered in as much depth as the other two options, primarily because of the costs, as developer contribution can only be gained on partial development of the site. It does however, propose that it could be relocated probably where the 'Dome Sports Hall currently is, and integrated with Mewsbrook Park to create a 'Leisure Centre in the Park.'

5.6 It should be noted that there is strong opposition to any housing on the Littlehampton Swimming Centre site, which may be reflected in the Neighbourhood Plan.

6. Littlehampton Waterfont

6.1 Option 1 – The Waterfront

- To turn the waterfront into a High Quality Destination exploiting the river and beachfront. Improvements could see new park facilities such as an outdoor gym, extension of the miniature railway and enhancement of Norfolk Gardens to include a new cafe or restaurant.

But...

- What about existing concessions/cafes?
- Will there be any encroachment on the greensward?
- The key issues of connectivity between the Town Centre, River and Seafront are not resolved

6.2 Option 2 – The Windmill

- Redevelop the Windmill site which is too small and not fit for purpose to provide a high quality water play area for all ages and/or skate bowl and a hotel and seaview restaurant

But...

- What do local residents feels about the loss of this facility?
- Will developer contributions cover the cost?
- Is the site big enough to provide all these things?

- The report proposes that existing users of the Windmill move to the Academy which has a new theatre/hall which will provide a much better facility.
- How realistic is this? Should this only be progressed when alternative provision, such as St Martin's Car Park, has been agreed?
- Is Bognor Regis an appropriate fallback for theatre/cinema?
- Should the District be considering working with and investing in LTC Community Centre Projects (Church St and North Littlehampton) to make these appropriate for local theatre, drama, etc groups.

7 Other topics

7.1 The report also highlights the need to improve cycling facilities in the district and proposes options for Littlehampton as follows:

- Make the waterfront exceptionally good for cycling with a seafront circuit in Littlehampton
- Connect these seafront cycling facilities to main population areas and developments via off road networks and cycle priority streets
- Connect Rustington to Littlehampton Town Centre via a 'cycle highway' in order to generate additional visitation to both centres
- Connect the coastal communities to the South downs via off road routes that become part of national trails
- Include quality cycle access and secure storage facilities in new developments

8. Financial Implications

None for the Town Council at the current time.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Council**

Date: **27th September 2012**

Report by: **Town Clerk**

Subject: **Electoral Review of Arun: Draft Recommendations**

1. Summary

1.1 This report outlines the draft recommendations on the future electoral arrangements for Arun District Council and Littlehampton Town Council published on the 4th September by the Local Government Boundary Commission for England (LGBCE).

1.2 This report sets out how these draft recommendations might impact on Littlehampton Town boundaries and seeks guidance from Members on how they wish to respond to the Boundary Commission. Representations must be submitted to the Commission by 3rd December 2012

1.3 A proposed response based on these comments will be brought to Council in November for comment and approval

2. Recommendations

Council is RECOMMENDED to:

2.1 Comment upon the proposals and advise officers of key issues that it would like to be included in the response to the LGBCE

2.2 Agree a formal consultative arrangement. It is proposed that the Town Clerk and Major Project Manager consult with nominated Councillors. It is suggested the Mayor, Deputy Mayor, Chair of Policy & Finance, Majority Group Leader and each of the 3 Minority Groups be the headline consultees.

3. Background

3.1 In August 2008 Littlehampton Town Council responded to draft recommendations for the future Electoral Arrangements for West Sussex County Council by proposing certain changes to the town boundaries. These changes removed a section of Brookfield ward and distributed it between Wick with Toddington and River wards. This addressed the imbalance of electoral numbers between the County Division boundaries and proposed a co-terminosity between County and Town. The Town Council response to the Boundary Committee also hoped that in the future co-terminosity with the District could be achieved.

3.2 These boundary changes were agreed by the LGBCE and put into effect in March 2009.

3.3 In June 2011 LGBCE informed Arun District Council of their proposal to carry out a boundary review of the District.

3.4 The first stage of this review requested a submission from the District outlining their view on the number of District Councillors that were needed to support accountable local democracy. The deadline for this submission was the 31st January 2012.

3.5 Arun District Council considered a range of options and a view was reached that a reduction to 53 or 54 Councillors (from 56) was manageable. It increased the average representation of electors per councillor by 13.5% for a Council size of 53 (2338 electors per councillor) and 11.5% for a Council size of 54 (2,295 electors per councillor).

3.6 On February 28th 2012 the Town Council received a letter from LGBCE outlining the stages of the review and proposing an information gathering period to run from 28th February – 7th May.

3.7 The draft recommendations were due to be published late August 2012

4. Current Position

4.1 Having considered the representations received during the initial stages of the review (including a submission from the Town Council) LGBCE published its draft recommendations on the future electoral arrangements on 4th September 2012.

4.2 LGBCE recommends that Arun District Council should be represented by 53 District Councillors in future: three fewer than under the current arrangements

4.2 The draft recommendations for Arun District Council in relation to Littlehampton would create two two-member Beach and Brookfield Wards, and two three-member Central and Wick with Toddington wards. This reduces the number of wards in Littlehampton from five to four but maintains the same number of District Councillors at 10.

4.3 The average number of electors per Councillor across the District is 2,159 in 2012 and 2,337 in 2018

Ward	No.of Cllrs	Electorate (2012)	Electors per Councillor	Variation from average
Beach	2	3,874	1,937	-10%
Brookfield	2	4,487	2,244	+4%
Central	3	6,905	2,302	+7%
Wick with Toddington	3	5,410	1,803	-16%
TOTAL	10	20,676		
Ward	No.of Cllrs	Electorate (2018)	Electors per Councillor	Variation from average
Beach	2	4,327	2,164	-7%
Brookfield	2	4,620	2,310	-1%
Central	3	7,327	2,442	+4%
Wick with Toddington	3	6,978	2,326	0%
TOTAL	10	23,252		

4.4 As part of an electoral review LGBCE is required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009. The schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards so that each ward lies wholly within a single parish The Commission is not able to recommend changes to the external boundaries of parishes as part of an electoral review.

4.5 Under the 2009 Act, LGBCE only have the power to make changes to parish electoral arrangements where these are of a direct consequence of their recommendations for principal authority warding arrangements. However, Arun District Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

4.6 As a result of LGBCEs proposed electoral ward boundaries they also propose revised parish electoral arrangements for Littlehampton parish.

4.7 The recommendation is as follows:

> Littlehampton Town Council should return 15 parish councillors, as at present, representing six wards: Beach (3 members), Brookfield (3 members), Central (4 members), Ham (2 members), St Catherine's (1 member) and Wick with Toddington (2 members).

4.8 At present there is no breakdown of electoral numbers for each ward although for Beach and Brookfield wards this is not likely to change from previous numbers as the boundaries have not changed to any great extent

5 What do the changes mean?

5.1 For the District:

- Reduction of wards from 5 to 4
- No change in numbers of Councillors overall
- Merging of Ham, and Wick with Toddington wards.
- Change of name from River to Central ward
- Area around Littlehampton Station between Arundel Road and Harwood Road (up to Clun Road) to become part of Central ward.
- Area south of the A259 currently part of Wick with Toddington to become part of the Central ward
- Area to the north east of Brookfield (currently part of Rustington West and remaining a part of Rustington Parish) to Penfold Lane in the East down to the Worthing Road to become part of Brookfield ward

5.2 For the Town Council

- Increase of wards from 5 to 6
- No change in number of Councillors overall
- Ham and Wick with Toddington to remain separate
- Change of name from River to Central ward
- Area around Littlehampton Station between Arundel Road and Harwood Road (up to Clun Road) to become part of Central ward.
- Area south of the A259 currently part of Wick with Toddington to become the newly created St Catherine's ward

6. Issues

6.1 The driving force behind LGBCE changes is to deliver electoral equality, with the aim of producing wards at district and parish level that are closest to the average number of electors per councillor. Whilst this is obviously the most equitable way of division it does not necessarily reflect 'local community interests and identities' which is also one of LGBCE's Statutory obligations.

6.2 The Town Council would favour as expressed previously to LGBCE, co-terminosity with District and County. The review of West Sussex boundaries in 2009 achieved co-terminosity with County but is at slight variance with District. The area that is not co-terminous is the section of land south of Wick with Toddington to the west of Brookfield. This area is subdivided within Littlehampton boundaries, the north section joining Wick with Toddington and the south section joining River. For the District this area is still part of Brookfield creating a current imbalance in electoral numbers, making River even smaller in comparison. This lack of co-terminosity is addressed in the Commission's recommendations although River ward becomes Central ward which is subdivided at parish level to create the new ward of St Catherine's.

6.3 Although LGBCE cites as its rationale for the District merge of Ham and Wick with Toddington as 'street identity' that is Wick Street, Wick Farm Road, Courtwick Lane are more appropriately placed in Wick with Toddington than Ham, it fails to make the same distinction when it places East Ham and North Ham Road in Central ward. It is also doubtful whether residents on the West Bank of the river really believe they are in a 'Central' ward.

6.4 The names of the wards are very important too. For example to have Ham not in Ham ward will inevitably cause confusion. Would it be better to rename this ward Wick and make Wick with Toddington just Toddington? Likewise with the proposed St Catherine's ward it is only the school that is giving it this name, not the diocese area which is located in River ward. Is there really a St Catherine's community?

6.4 Although LGBCE cannot predetermine boundary changes on proposed development it is quite obvious that when North Littlehampton is developed the electoral numbers for Wick with Toddington are going to swell significantly (an average of 1.5 electors per household would generate an additional 2000 plus electors). Based on the same premise the Courtwick development will also increase that number by a further 1000. In the projected growth figures to 2018 this does seem to have been taken into account to some degree but in the longer term with the proposal to merge the District boundaries of Ham and Wick with Toddington (even accounting for the two areas being trimmed from Ham to become part of Central), the Wick with Toddington ward is going to become a very large area for 2 Members to support.

6.5 For the Town Council the newly created St Catherine's ward is likely in the future to have the Fitzalan Link splitting it in two. There is also likely to be further development on the County Council land which will raise electoral numbers for only one councillor.

6.6 River and Ham wards are currently two of the most deprived wards in West Sussex and require more action from Councillors than many other wards. This has always been a compelling argument in keeping the electorate numbers

low. In addition River ward (now Central ward) serves two very separate communities to the east and west of the River Arun which because of the numerous environmental and flooding issues are relatively high maintenance.

7 Financial Implications

None at this stage.

Appendices:

1) LGBCE – Summary of Draft Recommendations
2) Letter from the LGBCE to the Chief Executive of Arun District Council (4th September 2012)
3) Map of proposed changes (to be available to view at the meeting)

Peter Herbert
Town Clerk

The
Local Government
Boundary Commission
for England

Draft recommendations on the new electoral arrangements for Arun District Council

Summary

Who we are:
The Local Government Boundary Commission for England is an independent body which conducts electoral reviews of local authority areas.

Electoral reviews:
The purpose of an electoral review is to decide on the appropriate electoral arrangements – the number of councillors, the names, number and boundaries of wards – for a local authority.

Why Arun?
We are conducting an electoral review of Arun District Council to deliver improved levels of electoral equality for local voters.

Arun district currently has high levels of electoral inequality so that the value of your vote - in district council elections - varies depending on where you live in Arun.

Council size

The Commission recommends that Arun District Council should be represented by 53 district councillors in future: three fewer than under the current arrangements.

We consider that a council size of 53 members will ensure the council can discharge its roles and responsibilities effectively and will provide for a pattern of wards that reflects community identities across the Arun area.

You can read the full report and view the maps on our website at **www.lgbce.org.uk** We will also make them available in council buildings and libraries.

Electoral arrangements

Our draft recommendations propose that Arun District Council's 53 councillors should represent 16 two-member wards and seven three-member wards across the district.

The Commission believes its draft recommendations meet its obligations - which are set out in law - to:

- Deliver electoral equality for voters.
- Reflect local community interests and identities.
- Promote effective and convenient local government.

The Commission welcomes proposals for alternative boundaries that better reflect the three criteria above.

Stage starts	Description
28 February 2012	Submission of proposals for ward patterns to the Commission
8 May 2012	Commission's formulation of draft recommendations
4 September 2012	Publication of draft recommendations and consultation on them
4 December 2012	Analysis of submissions received and formulation of final recommendations

Submissions received

Prior to the publication of these draft recommendations, the Commission received 11 submissions for new warding patterns from local people and groups including a district-wide scheme put forward by Arun District Council.

The submissions can be viewed on our website: **www.lgbce.org.uk**

We are now opening a public consultation on the draft recommendations and welcome comments on them.

General analysis

Greater Bognor Regis

Our draft recommendations for the Bognor and Bersted area would create four two-member wards called Hotham, Marine, Orchard and Pevensey wards. The recommendations also propose a three-member Bersted ward. The boundaries in this area are largely based on the submission presented to us jointly by the council's opposition Liberal Democrat and Labour groups.

In the Aldwick and Pagham area of the district, we are proposing to create three two-member wards called Aldwick East, Aldwick West and Pagham. In doing so, we propose to transfer the area of Rose Green from Pagham into Aldwick West ward which would create the two-member Pagham ward. This arrangement not only delivers electoral equality for all three wards but means that the whole of the parish of Aldwick is contained within the two Aldwick wards.

Our draft recommendations for the Felpham and Middleton-on-Sea area are for three two-member wards called Felpham East, Felpham West and Middleton-on-Sea. Our proposals broadly agree with the submission made to us by the council except where we propose that the area of Flansham should be included in the Felpham East ward.

Central Arun

In the West Central part of Arun, we propose one two-member ward called Yapton and two three-member wards called Arundel & Walburton and Barnham. We took into consideration the representation made by Arundel Town Council regarding the desirability of maintaining existing ward boundaries. However, retaining the current two-member ward would leave the area over-represented by 23% compared to other parts of Arun. We are therefore proposing a three-member Arundel & Walberton ward which would deliver electoral equality.

In the East Central part of Arun, we propose a two-member ward called Ferring and a three-member Angmering & Findon ward. The Commission looked closely at possible warding patterns for the Ferring area. We are proposing to create a two-member Ferring ward which includes areas in the south and east of Angmering parish. While we recognise that there may not be strong community links between these two areas, the arrangement delivers good levels of electoral equality for voters as well as better access across the ward than other patterns we had investigated.

Greater Littlehampton

In the Rustington and Preston parts of the district, we are proposing to create two two-member wards called East Preston with Kingston ward and Rustington West ward. We also propose a three-member ward called Rustington East.

In the Littlehampton area, we propose two two-member wards called Beach ward and Brookfield ward and two three-member wards called Central ward and Wick with Toddington ward. We have moved away from the council and opposition groups' submissions in these areas to deliver a pattern of wards that provides for high levels of electoral equality. For example, we are proposing that large sections of the existing Ham ward should be included in a new Wick with Toddington ward.

What happens next?

There will now be a thirteen-week consultation period on the draft recommendations. We will take into account all submissions received by **3 December 2012.**

We have not finalised our conclusions on the electoral Arun and welcome comments relating to the proposed ward boundaries, ward names and number of councillors representing those wards.

Express your views by writing directly to us:

Review Officer (Arun)
LGBCE
Layden House
76–86 Turnmill Street
London EC1M 5LG

Or email:
reviews@lgbce.org.uk

The full report and accompanying maps are available to view at:
www.lgbce.org.uk

The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament in April 2010. It is independent of government and political parties, and is directly accountable to Parliament through a committee chaired by the Speaker of the House of Commons. It is responsible for conducting boundary, electoral and structural reviews of local government areas

The Local Government Boundary Commission for England

The
Local Government
Boundary Commission
for England

Mr Neil Lynn
Chief Executive
Arun District Council
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

4 September 2012

Dear Mr Lynn

ELECTORAL REVIEW OF ARUN: DRAFT RECOMMENDATIONS

Having considered the representations received during the initial stages of the review, the Commission today publishes its draft recommendations on the future electoral arrangements for Arun District Council. A copy of this report can be accessed via our website, at www.lgbce.org.uk. We have also arranged with your officers for hard copies of the report to be sent to the Council.

We have informed the national headquarters of the main political parties, MPs and MEPs with constituency interests in the area, all parish and town councils, the police authority and all people who responded to our initial consultations.

We are now undertaking a period of consultation on our draft recommendations and are seeking the views of local people. It would be helpful if your Council could further publicise the Commission's draft recommendations by displaying the posters sent to your council and taking such other steps as it considers appropriate to bring the review to the attention of the public and other interested parties. We will send copies of all representations to you at the end of this consultation stage. I would be grateful if you would kindly make them available for public inspection on receipt. Copies of representations will also be posted on the Commission's website, at www.lgbce.org.uk and made available for inspection at the Commission's offices, by appointment.

Representations must be submitted to the Commission by **3 December 2012**. I should stress that the Commission has not finalised its conclusions and, in light of further evidence, may put forward final recommendations which differ from those set out in the draft recommendations. We therefore encourage all those who have a view to write to us,

whether they agree with our draft recommendations or not. It is very important that those who oppose our draft recommendations should suggest alternatives which are supported by evidence. All representations received during the consultation period will be taken into account and the Commission will then consider whether or not to amend its draft recommendations. When the final recommendations are published, copies will again be sent to your Council and the other stakeholders detailed above. Representations should be made in writing to reviews@lgbce.org.uk or:

Review Officer (Arun)
Local Government Boundary Commission for England
Layden House
76-86 Turnmill Street
London
EC1 5LG

Any respondents who submit comments during this period of the review, and do not want all or any part of the response or name made public, must state this clearly in the response. Any such request should explain why confidentiality is necessary, but all information in responses may be subject to publication or disclosure as required by law (in particular under the Freedom of Information Act 2000).

If you have any queries, please contact Nicholas Dunkeyson, on 020 7664 8528, or nicholas.dunkeyson@lgbce.org.uk.

Yours sincerely

Alan Cogbill
Chief Executive
alan.cogbill@lgbce.org.uk
020 7664 8534

Littlehampton Town Council

Non-Confidential

Committee: **Council**

Date: **27 September 2012**

Report of: **Town Clerk**

Subject: **Standing Orders, Financial Regulations and Scheme of Delegation to Committees**

1. Summary

The report picks up on the comments identified at the Policy and Finance Committee when considering the new Standing Orders, Financial Regulations and Scheme of Delegation to Committees. It also has as an attachment a letter from Councillor Hulmes identifying a number of other issues.

2. Recommendations

Council is RECOMMENDED to:

Approve the revised Standing Orders, Financial Regulations and Schemes of Delegation to Committees as set out in Appendices 2–4.

3. Background

3.1 Council is asked to consider the Minutes of the meeting of the Policy and Finance Committee held on 3rd September 2012 which largely endorsed the drafts before them, with some alterations (Minute 21.1 refers) and the attached letter from Councillor Hulmes (Appendix 1).

STANDING ORDERS

3.2 The recommendations from Committee on the Standing Orders have been incorporated in the revised Standing Orders (Appendix 2). These were to use shapes to indicate where Standing Orders applied to Council or Committees or Sub-Committees etc; the amendment of two typographical errors and the inclusion of a Standing Order to allow Members to attend Committees of which they are not a Member within certain criteria (new Standing Order 1(cc)).

3.3 Referring to the comments of Councillor Hulmes, the second and third sections of his letter refer specifically to the Standing Orders. These are addressed below;-

Meetings – Notice thereof

3.4 Councillor Hulmes has suggested agendas should be circulated a clear ten days before a meeting. Whilst this is in some ways beneficial, in many important cases it will not be achievable and will mean that many important items either need to be taken as urgent items and therefore fail to be covered under any timescale, or will require more extraordinary meetings and slower decision making. The three clear working day notice is the legal requirement and it is suggested should remain in Standing Orders, although Members should exhort the Clerk

to ensure that agendas are sent out as early as is possible before that time.

Substitutes

3.5 It has been suggested that any substitution should be clearly through the Group Leader. However, after further consideration and also with reference to Councillor Hulmes' letter, it is suggested that it would be appropriate for Standing Order 15b to read:

A Councillor may be substituted at any Committee, Sub-Committee or Working Group when he or she has informed the Chair and/or Town Clerk or designated officer whom is to be their substitute.

This places the emphasis on the individual Member rather than Groups and is thought to simplify the matter. Thereby, if a Member is going to tender apologies and wishes to arrange a substitute, that is then a matter for them. It is suggested that any other mechanism is too cumbersome.

Committees – Members attending other Committees of which they are not a Member

3.6 This has already been covered above – see Standing Order 1(cc).

Standing Order 34 – Standing Orders to be given to Councillors and Code of Practice

3.7 Whilst many of the Standing Orders are actually covered by the Law of the land already, it is through their inclusion within Standing Orders that makes enforcement much simpler. It is not appropriate for the Council to resort to the Courts at all times to progress its business. Therefore, it is strongly suggested that references to the Code of Conduct and other national laws should be retained within the Standing Orders.

Persistent Absence

3.8 Whilst Members are probably sympathetic to the point raised by Councillor Hulmes, the law of the land constrains any action other than the automatic cessation of membership for failing to attend a Council meeting for a six month period.

Code of Conduct

3.9 Whilst noting Councillor Hulmes' concerns with regard to the Code of Conduct, it is hoped the training in the near future should make this more understandable and the creation of unnecessary appendices to Standing Orders should be resisted. It is important however that Members do understand Standing Orders and the Town Clerk would be pleased to undertake any training for any Member who wished to understand these more fully. This cross refers to Councillor Hulmes' general point within his letter.

FINANCIAL REGULATIONS

3.10 These are attached as Appendix 3 and no changes were suggested at Committee nor have been made since.

SCHEME OF DELEGATION TO COMMITTEES

3.11 The changes proposed by the Policy and Finance Committee have been incorporated in the revised Draft (Appendix 4). These include the programmed cessation of the Performance and Publicity Overview Committee at Annual Council next year with its responsibilities being split between the new Governance and Audit Committee and the Policy and Finance Committee.

3.12 Councillor Hulmes questions whether the Transport Policy and the policies emanating from the Neighbourhood Plan should sit within the remit of the Policy and Finance Committee. It is thought that the Planning and Transportation Committee should be the first port of call for matters relating to this although any changes to the policy of the Town Council would need to be approved by Council having under most circumstances previously been considered by the Policy and Finance Committee, time permitting.

4. Financial Implications

4.1 Other than the printing costs of the new Standing Orders, etc there are no other financial implications arsing from this report.

Peter Herbert
Town Clerk

APPENDIX 1

RECEIVED
10 SEP 2012

6 Kingfisher Drive
LITTLEHAMPTON
West Sussex
BN17 7GX

6th Sept. 2012

Mr Peter Herbert,
The Town Clerk,
Littlehampton Town Council,
Manor House, Littlehampton,
West Sussex, BN17 5EW.

Dear Peter

STANDING ORDERS.

At the meeting of the Policy and Finance Committee (3rd September) you guaranteed the right of Members to comment and review items in your report on Standing Orders so to complement the recommendation to the Full Council. I raise the following matters and reference the para. number in the context of 3.1.3. of the preamble.

1. Para. 3.3 Delegation etc

Having assumed the "committee" preference for a new Governance Committee, with complementary withdrawal of P&PO, I would argue as a matter of policy Transport Structure should stay with P&F as allied with Town Centre and Retail matters (3.3.3.1 & 3.3.5.1).

Furthermore, although preparation of the Neighbourhood Plan is being formulated by P&T, once approved it becomes a feature of Policy and its Finance to handle integral implementation. of all its facets. (3.3.5.3).

2. Contents (Pages 012-043).

(a.) Meetings 1b & Proper Officer 3bi.
In discussion with other members, we are concerned over pre-meeting time for inspection and consultation over agenda. The 3 day notice is clearly insufficient before debate. A clear 10 day period is suggested with prior notification of proposed items to Chairmen.

(b.) Ordinary Council. 2k
The protocol for Substitutes is not entirely clear, nor is the relationship with Outside Bodies. Furthermore separate instruction can be found under Committees 15av & b. I would suggest a composite statement be issued stating the circumstances, delivery and responsibilities.

(c.) Committees 15.
As discussed within P&F the right of every Member to sit in at all meetings, to speak on and debate any item, should be identified, but only with the Chair's consent and with no voting powers unless as an authorized substitute.

(d.) Standing Orders 34.
As some of those Orders are prescribed from the Code of Practice generated through outside legislation, could they be identified in some way, as opposed to the locally generated parts of the "puzzle"?.

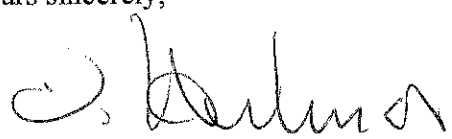
(e.) Persistent Absence 37.
Surely some stricter liability should be applied on poor attendance (possibly financial)

(f.) Generally.
I can appreciate the complexity of the matter but it is essential the context can be clearly understood by "lay" Menbers so it would assist if some continuity of items in the presentation could be offered. After all you remarked the Orders have arrived on the basis of past experience to which we are not all aware of their merit.

3. Finally
Code of Conduct 7.
Although this item has an integral part to play in Standing Orders, I perceive its contents is still the subject of final direction and enactment. Furthermore, in the present text there are references to Parts 2 & 3 of the elsewhere Code of Conduct. Its present format leaves the Pecuniary, Personal and Prejudicial interests less well understood for the newcomer. I would suggest this Section be described as a separate appendix to the Standing Orders.

Should any of my views be obscure I would be happy to discuss the misunderstanding on my part.

Yours sincerely,



Cllr. DEREK HULMES.

Copy for Cllr. Alan Gammon.
And Cllr. Roy Scrivener.

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1 Meetings

Mandatory for full Council meetings

Mandatory for Committee and Sub-Committee meetings

Mandatory for Working Group meetings

a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

b When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

d Subject to Standing Order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda and this will be through the allocated Public Question Time identified on each agenda.

e The period of time which is designated for public participation in accordance with Standing Order 1(d) above shall not exceed 15 minutes, although in exceptional circumstances this may be extended by up to a further 15 minutes at the Chair's discretion.

f Subject to Standing Order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 2 minutes.

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g In accordance with Standing Order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

h In accordance with Standing Order 1(g) above, the Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

i A record of a public participation session at a meeting shall be included in the minutes of that meeting.

j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort. The Chair may at any time permit an individual to be seated when speaking.

k Any person speaking at a meeting shall address his comments to the Chair.

l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.

m Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.

n In accordance with Standing Order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

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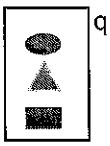
o Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in his absence be done by, to or before the Vice-Chair (if any).

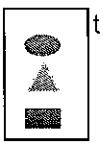
p The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.



q Subject to Standing Order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

r The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also Standing Orders 2 (i) and (j) below.*)

s Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.



t The minutes of a meeting shall record the names of Councillors present and in so doing shall record when Councillors leave and rejoin a meeting during the proceedings. Councillors shall indicate clearly to the Chair of the meeting that they will be leaving the meeting and that they have rejoined it so that this can be recorded.

u If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

v The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

w An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also Standing Orders 7 and 8 below.*) Where this is a Disclosable Pecuniary Interest, the Councillor(s) should liaise with the clerk of the meeting, within 1 working day, to ensure that the proper notifications are made to the Monitoring Officer.

x No business may be transacted at a meeting unless at least one third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than 3.

y No business may be transacted unless at least one third of the Committee, Sub-Committee or Working Group are present and in no case shall the quorum of one of these meetings be less than 3.

z If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

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aa Changes to the date, venue and start time of a meeting of Council shall only be permitted if the Proper Officer is satisfied that there are compelling reasons for making such change, and that the Town Mayor, and all Group Leaders are in agreement. Such a change shall only be considered if in excess of 28 days notice can be given.

bb Changes to the date, venue and start time of a Committee, Sub-Committee or Working Group shall only be permitted if the Proper Officer is satisfied that there are compelling reasons for making such change and if the Chair and Vice-Chair of that body are in agreement. At least 7 days notice shall be given.

cc A Member, who is not a Member of a Committee, Sub-Committee or Working Group, may join the debate on a specific item, having agreed with the Chair of that meeting that there is a clear and important reason for this and where the matter does not involve any conflict of interest nor is an exempt item. Where such permission is given, there is no entitlement to vote and Standing Orders regarding the rules of debate shall apply to that Member in the same way as Members of the Committee, Sub-Committee or Working Group.

2 Ordinary Council meetings

See also Standing Order 1 above

a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e The Town Mayor shall be the Chair of the Council. The Deputy Mayor and Mayor Elect shall be the Vice-Chair.

f The election and/or installation of the Town Mayor and Deputy Mayor and Mayor Elect of the Council shall be the first business completed at the Annual Meeting of the Council.

g The Town Mayor of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is installed at the next Annual Meeting of the Council.

h The Deputy Mayor and Mayor Elect, if any, unless he resigns or becomes disqualified, shall be installed as the Town Mayor at the next Annual Meeting of the Council. In an election year, where the Deputy Mayor and Mayor Elect has not been re-elected, Council shall appoint a Town Mayor as its first item of business at its first Annual Meeting.

i In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Town Mayor has been installed. The current Town Mayor shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

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j In an election year, if the current Town Mayor has been re-elected as a member of the Council, he shall preside at the meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.

k Following the election of the Town Mayor and Deputy Mayor and Mayor Elect at the Annual Meeting of the Council, the order of business shall be as follows.

i. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and to determine recommendations made by Committees.

ii. Appointment of any new Committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute Councillors) and receipt of nominations to them and appointment of their Chairs and Vice-Chairs.

iii. Appointment of representatives to outside bodies.

iv. Reporting back representation on or work with external bodies.

v. To confirm that the Council meets the criteria for eligibility to operate within the General Power of Competence.

vi. Other reports of officers.

3 Proper Officer

a The Council's Proper Officer shall be either (i) the Town Clerk (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

b The Council's Proper Officer shall do the following.

i. Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a Committee at least 3 clear days before the meeting.

ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a Committee provided that the public notice with agenda of an extraordinary meeting of the Council convened by

Councillors is signed by them.

iii. Subject to Standing Orders 4(a)–(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least ten days before the meeting confirming his withdrawal of it.

iv. Convene a meeting of full Council for the election of a new Town Mayor occasioned by a casual vacancy in his office, in accordance with Standing Order 3(b)i above.

v. Make available for inspection the minutes of meetings.

vi. Receive and retain copies of byelaws made by other local authorities.

vii. Receive and retain declarations of acceptance of office from Councillors.

viii. Retain a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection and on the web site.

ix. Keep proper records required before and after meetings.

x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

xiii. Arrange for legal deeds to be sealed using the Council's common seal and signed by 2 Councillors and witnessed (*See also model Standing Orders 14(a) and (b).*)

xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.

xvi. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

xvii. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

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4 Motions requiring written notice

a In accordance with Standing Order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least ten clear days before the next meeting.

b The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

c If the Proper Officer considers the wording of a motion received in accordance with Standing Order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least eight clear days before the meeting.

d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

e Having consulted the Chair or Councillors pursuant to Standing Order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

f Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Councillors.

g Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Councillors.

h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.

ii. To approve the absences of Councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To dispose of business, if any, remaining from the last meeting.

vi. To alter the order of business on the agenda for reasons of urgency or expedience.

vii. To proceed to the next business on the agenda.

viii. To close or adjourn debate.

ix. To refer by formal delegation a matter to a Committee or to a Sub-Committee or an employee.

x. To appoint a Committee or Sub-Committee or any Councillors (including substitutes) thereto.

xi. To receive nominations to a Committee or Sub-Committee.

xii. To dissolve a Committee or Sub-Committee.

xiii. To note the minutes of a meeting of a Committee or Sub-Committee.

xiv. To consider a report and/or recommendations made by a Committee or a sub-Committee or an employee.

xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

xvi. To authorise legal deeds to be sealed by the Council's common seal and signed by two Councillors and witnessed.
(See Standing Orders 14(a) and (b) below.)

xvii. To authorise the payment of monies to within the relevant part of the approved budget of the Town Council.

xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xix. To extend the time limit for speeches.

xx. To exclude the press and public for all or part of a meeting.

xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xxii. To give the consent of the Council if such consent is required by Standing Orders.

xxiii. To suspend any Standing Order except those which are mandatory by law.

xxiv. To adjourn the meeting.

xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

xxvi. To answer questions from Councillors.

b If a motion falls within the terms of reference of a Committee or Sub-Committee or within the delegated powers conferred on an employee, a referral of the same may be made to such Committee or Sub-Committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair direction for reasons of expedience.

b Subject to Standing Orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.

c Subject to Standing Order 3(b) (iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.

e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

f Any amendment to a motion shall be either:

i. to leave out words;

ii. to add words;

iii. to leave out words and add other words.

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g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.

j Pursuant to Standing Order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.

k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.

l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

o Subject to Standing Orders 6(m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.

p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

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q A point of order shall be decided by the Chair and his decision shall be final.

r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

s Subject to Standing Order 6(o) above, when a Councillor's motion is under debate no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to agree that a Member, named, be not further heard;
vi. to ask a person to be silent or for him to leave the meeting;
vii. to refer a motion to a Committee or Sub-Committee for consideration;
viii. to exclude the public and press;
ix. to adjourn the meeting;
x. to suspend any Standing Order, except those which are mandatory.

t In respect of Standing Order 6(s) (iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

u At Council Meetings a Councillor shall stand when speaking unless permitted by the Chair to sit on account of infirmity.

v Whenever the Chair rises during a debate all other Councillors shall be seated and silent.

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7 Code of Conduct

See also Standing Orders 1(d)–(i) above

All Councillors shall observe the Code of Conduct adopted by the Council.

a All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

b Where Councillors have a Disclosable Pecuniary Interest as set out in Part 3 of the Code of Conduct, Councillors shall not participate in any discussions of the matter at the meeting; shall not participate in any vote or further vote on the matter at the meeting and shall withdraw from the room where the meeting considering the matter is being held unless the Councillor has a dispensation from the Council.

c i) Subject to Standing Order d(ii) below, where a Councillor has a Disclosable Pecuniary Interest he/she shall at the commencement of that consideration of that matter or when the interest becomes apparent, disclose to that meeting the extreme nature of that interest.

ii) A Councillor only needs to disclose to the meeting the existence and nature of the interest if the interest is not already registered on that Councillor's Register of Interests.

iii) When a Disclosable Pecuniary Interest is not on a Councillor's Register of Interests, that Councillor shall notify the Monitoring Officer of that interest within 28 days.

d Councillors with a personal prejudicial interest, that is not a Disclosable Pecuniary Interest, shall in accordance with Part 2 of the Code of Conduct, be allowed in relation to any item of business being transacted at a meeting to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

8 Questions

a A Councillor may seek an answer to a question concerning any business of the Council at a full Council Meeting provided three clear days notice of the question has been given to

the Proper Officer.

b A Councillor may seek an answer to a question concerning any business if a Committee of the Council at a meeting of that Committee provided that three clear days notice of the questions has been given to the Proper Officer.

c Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

d Every question shall be put and answered without discussion.

9 Minutes

a No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 5(a)(iv) above.

b Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

c Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Chair, there has been a breach of Standing Order 10(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

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c If a resolution made in accordance with Standing Order 10(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least eight Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a Committee.

b When a special motion or any other motion moved pursuant to Standing Order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

b A secret ballot shall only ever be permitted for the appointment of the Town Mayor or Deputy Mayor and Mayor Elect. This shall be permitted on the request of three Councillors.

13 Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.

b The Council's Financial Regulations shall be reviewed once a year by the Internal

Auditor.

c The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, Sub-Committee or to an employee.

14 Execution and sealing of legal deeds

See also Standing Order 5(a)(xvi) above

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b In accordance with a resolution made under Standing Order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.

15 Committees

See also Standing Order 1 above

a The Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the dates of their meetings, subject to Standing Order 1bb;

iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a Committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next Annual Meeting;

iv. may in accordance with Standing Orders, dissolve a Committee at any time;

v. an ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with Standing Order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

b A Councillor may be substituted at any Committee, Working Group or Sub-Committee only when the nominated Group Leader has approved such a change and informed the Chair, Vice-Chair, Proper Officer or designated Officer.

c Council shall also appoint the Committees' Chair and Vice-Chairs, subject to Standing Order 1p.

16 Sub-Committees

See also Standing Order 1 above

a Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference Chair, Vice-Chair and members shall be determined by resolution of the Committee.

17 Extraordinary meetings

See also Standing Order 1 above

a The Town Mayor may convene an extraordinary meeting of the Council at any time.

b If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

c The Chair of a Committee (or a Sub-Committee or Working Group) may convene an extraordinary meeting of the Committee, Sub-Committee or Working Group at any time.

d If the Chair of a Committee (or a Sub-Committee or Working Group) does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by three Councillors, who are Members of that Committee, those Councillors may convene an extraordinary meeting of a Committee (or a Sub-Committee or Working Group). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by those Councillors.

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18 Advisory Committees

See also Standing Order 1 above

a The Council may appoint advisory Committees comprised of a number of Councillors and non-Councillors.

b Advisory Committees and any Sub-Committees may consist wholly of persons who are non-Councillors.

19 Accounts and Financial Statement

a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.

b The Responsible Financial Officer shall supply to each Committee as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Committees' income and expenditure to date. This statement should include a comparison with the budget for the financial year. The Statement of Accounts of the Council (which is subject to external audit), including the Annual Governance Statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

a The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

b Any Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

21 Canvassing of and recommendations by Councillors

a Canvassing Councillors or the members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

b A Councillor or a member of a Committee or Sub-Committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

a Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a Sub-Committee, and request a copy for the same purpose. The minutes of meetings of the Council, its Committees or Sub-Committees shall be available for inspection by Councillors.

23 Unauthorised activities

a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a Committee or a Sub-Committee:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

24 Confidential business

a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A Councillor in breach of the provisions of Standing Order 24(a) above may be removed from a Committee or a Sub-Committee by a resolution of the Council.

25 The General Power of Competence

a Before exercising the General Power of Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria and then at every Annual Meeting.

26 Matters affecting Council employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, Committee or the Sub-Committee has decided whether or not the press and public shall be excluded pursuant to Standing Order 1(c) above.

b The Council will conduct all personnel matters including grievance, disciplinary and grading appeals, in line with the regularly revised policies of the Council, which have been approved by the Property and Personnel Committee.

c Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

d The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

e Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

f Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 26(d) and (e) above if so justified.

g Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 26(d) and (e) above shall be provided only to post holder, the Town Mayor or Chair of the Property and Personnel Committee and only then when so justified and agreed by either the Proper Officer or Responsible Financial Officer.

27 Freedom of Information Act 2000

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Policy and Finance Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 3(b)(x) above.

28 Relations with the press/media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press, other media and publicity.

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29 Liaison with District and County or Unitary Councillors

a An invitation to attend, as a member of the public, a meeting of the Council and any of its Committees shall be sent, together with the agenda, to the Councillors of Arun District and West Sussex County Council who represent an electoral ward/discussion within Littlehampton.

30 Financial matters

a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the accounting records and systems of internal control;
ii. the assessment and management of financial risks faced by the Council;
iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
v. procurement policies (subject to Standing Order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.

b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in Standing Order 30(c) below.

c Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper;
ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
iv. tenders submitted are to be opened, after the stated closing date and time, by the

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Proper Officer and at least one member of the Council;

v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

d Neither the Council, nor any Committee, is bound to accept the lowest tender, estimate or quote.

e Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

31 Contracts

CONTRACTS TO COMPLY WITH STANDING ORDERS

a 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:

i. contracts of employment.
ii. any contract, for the sale or purchase of any right in or over land or premises.
iii. to any other agreement, licence or wayleave relating to land or premises.
iv. for the supply of gas, electricity, water, sewerage and telephone services.
v. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
vi. 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.
vii for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.

viii. for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice-Chair of Council).

ix. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

b 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 thereunder 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.

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

d 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.

CONTRACT EXEMPTIONS

e 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.

f 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.

g 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.

h 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.

TENDERING PROCEEDURES

I 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	Town Clerk
£32,500	to	£60,000	Minimum of five invitations for quotations with discretion to invite tenders by public advertisement	Chair of the appropriate Committee or nominee and Town Clerk
above		£60,000	Invite tenders by public advertisement	

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.

j 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.

k 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.

l 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.

m 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".

n 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 £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

o 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.

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

p 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.

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

q 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.

CONTENTS OF WRITTEN CONTRACTS AND PENALTIES

r 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.

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32 Allegations of breaches of the Code of Conduct

a On receipt of a notification that there has been an alleged breach of the Code of Conduct the Proper Officer shall refer it to the Monitoring Officer, who will deal with it under the arrangement which the District Council has adopted.

b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this Standing Order, who shall continue to act in respect of that matter as such until the complaint is resolved. Where the complaint is about the Town Mayor, the Proper Officer shall inform the Deputy Mayor or a Committee Chair, who is not also the subject of the complaint.

c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

d As the recommendations of the Monitoring Officer/Standards Committee will be considered by a Committee of the Council all efforts shall be made to ensure that any deliberations are confidential (where this is required) but also fair and reasonable and in line with other policies of the Council

e The detailed subject matter of a recommendation from the Monitoring Officer/Standards Committee shall be treated as confidential, in so far as it is possible to do so by law.

f Standing Order 31(d) above should not be taken to prohibit the Council, through the Proper Officer from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

g The Committee empowered to progress such matters shall have the power to:

i. consider the recommendations of the Monitoring Officer/Standards Committee.

ii. seek relevant information to understand the complaint to assist in decision making

iii. within the power available to the Council to determine the action that should be taken to comply with the recommendation of the Monitoring Officer/Standards Committee.

33 Variation, revocation and suspension of Standing Orders

a Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b Other than through a report of the Proper Officer or the Responsible Financial Officer, a motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least five Councillors.

34 Standing Orders to be given to Councillors

a The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

b The Chair's decision as to the application of Standing Orders at meetings shall be final.

c A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Orders.

35 Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Councillor through either the Code of Conduct of its Complaints Procedure.

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36 Urgent Action

Where an urgent decision is required and it is not possible to call a meeting under Standing Orders 1 or 17, or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any urgent actions shall be reported to the next meeting of the Council or appropriate Committee.

37 Persistent Absence

A Member who fails throughout six consecutive months to attend any meetings of the Council, or of its Committees of which he/she is a member shall cease automatically to be a Member of the Council, unless he/she has a statutory excuse or his/her failure is due to a reason approved by the Council or he/she attended a meeting as a representative of the Council. The period shall begin with the last meeting attended.

38 Revocation of Previous Standing Orders

The Standing Orders previously adopted by the Council are hereby revoked.

LITTLEHAMPTON TOWN COUNCIL

G: Peter/Standing Orders & Financial Regulations/ Standing Orders Part 2 Model DRAFT USE THIS ONE

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LITTLEHAMPTON TOWN COUNCIL

FINANCIAL REGULATIONS

1. FINANCIAL ADMINISTRATION

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The RFO, acting under the policy direction of the Policy & Finance Committee, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices. The RFO will also be responsible for the Council's Internal Audit procedures.

1.3 The RFO shall produce financial management information as required by the Council. The accounting records determined by the RFO shall be sufficient to show the Council's transactions and to enable the RFO to ensure that any income and expenditure account, statement of balances or management information requested by the Council shall comply with the Accounts and Audit Regulations.

The accounting records determined by the RFO shall in particular contain:

i) entries from day to day of all sums of money received and expended by the Council and the matters to which they relate.
ii) a record of the assets and liabilities of the Council, and

1.4 The accounting control systems determined by the RFO shall include:

i) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately as possible.
ii) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
iii) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions, wherever possible.
iv) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Policy and Finance Committee for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records, and
v) measures to ensure that risk is properly managed.

1.5 At least once a year, prior to approving the annual Statement of Accounts, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. FINANCIAL PLANNING AND ANNUAL ESTIMATES (BUDGETS)

2.1 The Town Clerk shall each year, in January, recommend to Council a programme of estimates for consideration and the programme is to include adequate time for such discussion between the Policy and Finance Committee, other Committees and Council.

2.2 Detailed estimates of income and expenditure on revenue accounts, receipts and payments on the capital account, including the use of reserves and all sources of funding shall be prepared each year by the RFO. These will be in the form of a budget and submitted to each Standing Committee responsible for the service. Each Committee shall formulate and submit proposals to the Policy and Finance Committee, in December, in respect of revenue and capital expenditure, including the use of reserves and sources of funding for the following financial year.

2.3 The Policy and Finance Committee shall review the estimates and submit them to the Council not later than January in each year, together with such summaries, statements and reports as are considered desirable in order to enable Council to determine the Precept to be levied for the ensuing year.

2.4 Concurrently with the report to the Council and the proposed Precept to be levied for the ensuing year, the Town Clerk and RFO shall report on the funding of the capital programme, in order to enable a definite programme for the following year to be determined.

2.5 The RFO shall issue the Precept to the billing authority and shall supply each Member with a copy of the approved budget.

2.6 The annual budgets shall form the basis of financial control for the ensuing year.

2.7 The RFO shall prepare a three year forecast of Revenue and Capital Receipts and Payments which will be prepared at the same time as the annual Budget.

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3. BUDGETARY CONTROL

3.1 Expenditure on the revenue account may be incurred up to the amounts included in the approved budget, subject to the requirements of the Standing Orders & Financial Regulations.

3.2 During the budget year and with the approval, of the Policy and Finance Committee, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings (vired) or to an earmarked reserve as appropriate.

3.3 The Town Clerk has powers to vire amounts up to £1,000 between budget heads provided within the approved revenue budget, except in the case of sums provided for pay and allowances or when any continuing expenditure is to be generated, subject to the approval of the appropriate Committee.

3.4 Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget or when it is likely to result in an overspend in the year, unless a request for a supplementary estimate has been submitted to the Policy and Finance Committee. This regulation shall apply where such event would result in an increase in net cost within the financial year.

3.5 Except as provided in Standing Orders and Financial Regulations, all proposals involving expenditure on the capital account shall be the subject of an annual report to the appropriate Committee and the report shall include the full financial implications of the proposals.

3.6 The RFO shall regularly provide each Committee with a statement of income and expenditure to date, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

3.7 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.8 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.

3.9 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.10 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

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4. INCOME

4.1 The collection of all sums due to the Council shall be under the supervision of the RFO, who shall make and maintain adequate arrangements for prompt and proper banking and accounting for all cash, including its collection, custody, control and deposit.

4.2 All income should be banked intact.

4.3 The Town Council shall agree the scale of fees and charges for each service on, at least, an annual basis following a report of the Town Clerk.

4.4 Personal cheques shall in no circumstances be cashed out of money held on behalf of the Council.

4.5 Any sums found to be irrecoverable and any bad debts shall be reported to the Policy and Finance Committee shall be written off in the year.

5. BANKING ARRANGEMENTS

5.1 All arrangements with the Council's Bankers shall be made by the Town Clerk and the RFO and approved by the Policy and Finance Committee. The aforementioned Officers shall be authorised to operate such banking accounts as they may consider necessary.

5.2 All schedules to approve payment of cheques shall be presented to, and all cheques shall be signed by, two specified Members as approved by Council. These Members shall be the Mayor, Chairs of the Policy and Finance, Community Resources, Property and Personnel, Planning and Transportation and Performance and Publicity Overview Committees. In cases of duplication the Vice Chair of the appropriate Committee shall be the designated signatory.

5.3 The Town Clerk or in his/her absence, his/her deputy or RFO, is authorised to sign cheques on the Imprest Account to a value not exceeding an amount approved on an annual basis at the Annual Council Meeting in May.

5.4 To indicate agreement of the details shown on the cheque or order for payment with sight of the invoice or similar documentation, the Town Clerk, or in his/her absence an officer designated by him/her, shall also initial the corner of the cheque.

5.5 The Council shall have a business charge card through Lloyds TSB Bank for use by the Town Clerk when making purchases over the internet.

5.6 <u>Internal Control Procedures for purchases paid for by Charge Card</u>

(i) Monthly expenditure on the Business Charge Card shall be limited to £3,000.

(ii) Only the Town Clerk shall be authorised to use the Business Charge Card.

(iii) The Town Clerk shall be authorised to purchase any one item that is identified in the budget (e.g. stationery) or has previously been approved by Committee up to the value of £300.

(iv) Prior to a purchase being made or an order placed;
  (a) An official order shall be raised.
  (b) A Business Charge Card authorisation form shall be completed with purchase details attached.
  (c) The expenditure must be authorised by:-
    (i) The RFO, or in his/her absence, an officer designated by him/her, up to £300, or
    (ii) any two of the four Members who are authorised cheque signatories, £301 - £3,000.

(v) When the monthly Business Charge Card statement is received it shall be included with the schedule of payments to be signed by the authorised cheque signatories.

6. ORDERING PROCEEDURES

6.1 Official Orders shall be issued for all work, goods or services to be supplied to the Council and such orders should be signed by the Town Clerk or other duly authorised Officer, such authorisation to be evidenced in writing.

6.2 The Order Books shall be issued under the control of the RFO.

6.3 Each Order raised shall conform with the directions of the Council with respect to Standing Orders and Financial Regulations.

6.4 Copies of Official orders should be retained. One filed with the purchase invoice and a second copy in a separate file.

6.5 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (i) below.

7. PAYMENT PROCEDURES

7.1 Apart from petty cash payments, the normal method of payment of money due from the Council shall be by cheque, business charge card, or other order drawn on the Council's Bank (e.g. Direct Debit or Standing Order).

7.2 All invoices for payment shall be examined and verified by the authorised Officer issuing the order. The RFO shall examine them in relation to arithmetical accuracy and shall code them to the appropriate expenditure head. The RFO shall take all reasonable steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.

7.3 Before authorising an invoice an Officer shall satisfy themself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved. When the Town Clerk, or Responsible Financial Officer or duly authorised Officer is satisfied that the invoices are in order they shall finally authorise them for payment.

7.4 The payment of all salaries, wages and other emoluments shall be made by the RFO in accordance with the instructions of the Town Clerk, taking into account national pay awards and other information likely to have a bearing on individual staff members' conditions of service.

7.5 The Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating. Salaries shall be as agreed by Council.

7.6 The RFO is responsible for keeping all payments of salary and wages information fully up-to-date, including information on Superannuation, Income Tax, National Insurance and the like.

7.7 Payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two authorised Members.

8. PETTY CASH FLOAT

8.1 The RFO may maintain such petty cash floats as are deemed necessary for operational purposes up to a maximum of £250 for any one float and provide petty cash to officers for the purpose of defraying operational and other expenses or miscellaneous items of an urgent nature. Such petty cash accounts to be maintained on the Imprest system in the manner and form prescribed by the RFO.

8.2 Vouchers and receipts for payments made from these accounts shall be kept in accordance with instructions laid down from time to time by the RFO.

8.3 Income due and/or received must not be paid into any petty cash account but must be separately banked in accordance with the procedures laid down by the RFO, from time to time, in accordance with these regulations.

9. CONTRACTS

9.1 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

(i) contracts of employment.
(ii) any contract, for the sale or purchase of any right in or over land or premises.
(iii) to any other agreement, licence or wayleave relating to land or premises.
(iv) for the supply of gas, electricity, water, sewerage and telephone services.
(v) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
(vi) 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.
(vii) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
(viii) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of Council).
(ix) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

9.2 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 thereunder 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.

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

9.4 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.

10. CONTRACT EXEMPTIONS

10.1. 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.

10.2 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.

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10.3 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.

10.4 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.

11. TENDERING PROCEEDURES

11.1 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	Town Clerk
£32,500	to	£60,000	Minimum of five invitations for quotations with discretion to invite tenders by public advertisement	Chair of the appropriate Committee or nominee and Town Clerk
above		£60,000	Invite tenders by public advertisement	

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.

11.2 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

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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.

11.3 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.

11.4 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.

11.5 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".

11.6 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 £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

11.7 Limitations of Acceptance of Tenders

A tender other than the lowest tender if payment is to 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.

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

12.1 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.

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

13.1 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.

14 CONTENTS OF WRITTEN CONTRACTS AND PENALTIES

14.1 Every written contract shall specify:-

(i) the work, materials, matters or things to be furnished, had or done;

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(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.

15. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

15.1 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).

15.2 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.

15.3 Any variation to a contract or addition to or omission from a contract must be approved by the 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.

16. CORRUPT PRACTICES

16.1 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.

17. ASSETS, PROPERTIES AND ESTATES

17.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is

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maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

17.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

17.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

18. MEMBERS ALLOWANCES

18.1 Allowances as recommended by the Independent Panel on Members Allowance for the District Council shall be paid on a monthly basis to those Members who have indicated through agreed procedures that they wish to receive such payments. Where a Member fails to register their interest, in receiving the payment of the Basic Allowance, by 31 March in each municipal year, then that Member, shall forego their entitlement to the Basic Allowance. In a year with elections, Members wishing to receive the Basic Allowance in that year, who have either not stood for re-election or are not returned, must indicate accordingly by 31 May of that year. Failure to do so will indicate that they wish to forego their entitlement. Payment in these cases will be pro-rata.

18.2 Travel and Subsistence allowance shall not be paid for travel within the boundaries of the Town but will be available to Members representing the Council on approved duties which will be agreed by the appropriate Committee. The Deputy Mayor shall be entitled to Travel and Subsistence Allowances when carrying out official duties on behalf of the Council.

18.3 Carers Allowances may be paid on the basis of the District Council Members Allowance Scheme, to pay for the cost of a child carer, if required as a result of Members representing the Council on approved duties. This must be paid direct to the carer not the Member.

19. MAYOR'S DISCRETIONARY GRANT FUND

19.1 An amount will be allocated in the budget each year for the Mayor to award as grants to local groups. This money can be awarded anytime during the Mayoral year up to 31st March.

19.2 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.

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20. INSURANCES

20.1 The Responsible Financial Officer shall effect all insurance cover and negotiate all claims.

20.2 All members of staff with line responsibility are responsible for notifying the RFO of all new risks which require to be insured and of any alterations affecting existing risks or insurances.

20.3 A comprehensive record of all insurances effected by the Council and the property and risks covered thereby shall be maintained and this reviewed annually.

20.4 All members of staff are responsible for immediately notifying the RFO, in writing, of any loss, theft, liability or damage, or of any event likely to lead to a claim.

20.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

21. LOANS AND INVESTMENTS

21.1 All investments of money under the control of the Council shall be in the name of the Council and made under arrangements approved by the Town Clerk and RFO.

21.2 All borrowings shall be effected in the name of the Council and be subject to approval of the Council who shall determine the terms and purpose of the application for the necessary borrowing approval.

21.3 Once the borrowing approval has been received, the Council shall approve the application for borrowing. The decision to borrow must be taken by the full Council (2003 Act, Schedule 1 paragraph 2(4)). This is a separate decision from the decision to apply for borrowing approval.

21.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

21.5 The Council shall prepare an annual investment strategy, in accordance with relevant regulations, proper practices and guidance.

23. EARMARKED RESERVES POLICY

23.1 Reserves will only be earmarked in line with the CIPFA Code of Practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount Earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure.

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23.2 Reserves can be spent or Earmarked at the discretion of the Town Council. They can result from:

(i) events which have allowed monies to be set aside,
(ii) surpluses,
(iii) decisions causing anticipated expenditure to have been postponed or cancelled,
(iv) monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council may wish to carry out.

23.3 Expenditure will not be charged direct to Earmarked Reserves and transfers to and from Earmarked Reserves will be distinguished from service expenditure in the Statement of Accounts.

23.4 For each reserve established the following will be clearly documented:

(i) The reason for or the purpose of the Earmarked Reserve will be clearly defined within the above guidelines.
(ii) The types of expenditure the Earmarked Reserve will be used for and the basis of transactions will be clearly defined.
(iii) Any circumstances for which the reserves cannot be used.

23.5 Reserves will be managed, controlled and reviewed by the RFO;

(i) On a transaction by transaction basis to ensure that the correct expenditure is being taken from the correct reserve and that no reserve is overspent.
(ii) Twice per year, once during the budget review procedure and once at the year end. The RFO, in consultation with the Town Clerk, will review the appropriateness of each reserve, making recommendations as to which reserves should be earmarked in the next financial year. At such time any reserves considered no longer appropriate will be transferred back to the General Reserve.

24. INTERNAL CONTROL

24.1 The Town Clerk and RFO, under the direction of the Policy and Finance Committee, shall be responsible for all internal control matters.

24.2 The Council's system of internal control shall cover:

i) Appointment of Proper Officers and the RFO
ii) Proper book-keeping and financial reporting arrangements
iii) Financial Regulations including Standing Orders and payment controls
iv) Risk management arrangements
v) Budgetary controls
vi) Income controls
vii) Petty cash controls
viii) Payroll controls
ix) Capital controls covering asset management, investments and borrowing
x) Bank reconciliation
xi) Other areas identified from time to time in risk assessments.

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25. RISK MANAGEMENT

25.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk in conjunction with the RFO, under the direction of the Policy and Finance Committee, shall be responsible for all risk management matters and prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

25.2 When considering any new service provision, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

26. ACCOUNTING AND AUDIT

26.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2003.

26.2 The RFO shall be responsible for completing the Council's Statement of Accounts as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council before 30 June the following financial year.

26.3 The RFO shall be responsible for ensuring that there is an adequate and effective system of Internal Audit of the Council's accounting, financial and other operations in accordance with proper practices.

26.4 Any Officer or Member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the Internal Audit and shall supply the them with such information and explanation as they considers necessary for that purpose.

26.5 The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council, in writing, at least one report per annum in respect of each financial year.

26.6 The Audit Committee will receive all Internal Audit reports. They will consider the recommendations and recommend to the appropriate Standing Committee any action required in order to address the issues.

26.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers required by the Audit Commission Act 1998 Sections 15 and 16 and the Accounts and Audit Regulations 2003 Sections 11, 13, 14 and 16.

26.8 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

27. FINANCIAL VARIATIONS

27.1 All financial figures contained within these Standing Orders (No.78-80) will be increased as and when appropriate following review by the Policy and Finance Committee and approval by Council.

28. REVISION OF FINANCIAL REGULATIONS

28.1 The Internal Auditor will carry out an annual review of the Financial Regulations of the Council. It shall be the duty of the Policy and Finance Committee to receive and consider recommendations from this review and after consultation with any other Committees concerned, to make such recommendations to the Council.

28.2 The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

APPENDIX 4

LITTLEHAMPTON TOWN COUNCIL

SCHEME OF DELEGATION TO COMMITTEES

1. PERFORMANCE AND PUBLICITY OVERVIEW COMMITTEE *

Membership:	The Chair and/or Vice-Chair of the Policy and Finance, Community Resources and Property and Personnel Committees and other nominated Members.
Matters Delegated To Committee:	• The development and formulation of strategies, policies and procedures for the assessment and monitoring of performance. ** • The agreement of targets for service delivery after consultation with other Committees. ** • The review of the effectiveness of service delivery in all areas of the Council's functions and the making of recommendations to relevant Committees on the implementation of improvements. ** • The review of performance against agreed targets and subsequent making of recommendations to other Committees (and Council where appropriate) for improvement. ** • The examination of the Council's policy on consultation including its effectiveness and the identification of areas for improvement. ** • The comparison of the Council's performance against other service providers and similar councils and subsequent making of recommendations to other Committees (and Council where appropriate) for improvement. ** • The oversight of Corporate Publicity (including the website and the Progress Newsletter and its Editorial Board). *** • The provision and maintenance of public notice boards in the ownership of the Council. ***

* Committee to cease at end of 16th May 2013

** To Governance and Audit Committee from 17th May 2013

*** To Policy and Finance Committee from 17th May 2013

2. COMMUNITY RESOURCES COMMITTEE

Membership:	Council Nominations.
Matters Delegated To Committee:	All matters including the preparation of a draft budget for consideration by the Policy and Finance Committee and Council and the recommendation to Council of fees and charges relating to :- • Project 82 and youth services (excluding the provision and maintenance of the building). • The Littlehampton Museum (excluding the provision and maintenance of the building). • Parks and Open Spaces, including Rosemead Open Space. • Community Arts and Events. • Allotments. • Community Centres excluding the provision and maintenance of the buildings. • Tourism. • Leisure. • Community Grants. • Wick Community Initiatives. • The planting of roundabouts, the purchase of additional cuts of highway verges, tree planting and the occasional cleaning of alleyways etc. • Stage-by-the-Sea. • Ferry.

3. POLICY AND FINANCE COMMITTEE

Membership:	The Chair or Vice-Chair of the other Committees and Council nominations.
Matters Delegated To Committee:	• The development of policy for recommendation to Council. • The annual review of the Council's expenditure and income; the receipt of budget requests from other Committees and the formulation of the Council's annual budget for Council approval. • The funding and monitoring of the Council's support for economic regeneration. • Police liaison. • Health liaison. • Liaison with other local authorities and outside bodies. • The Mayoralty for recommendation to Council. • All matters relating to the day-to-day administration of the Council. • Town Centre liaison and support. • Retail, employment and business matters. • Community Right to Challenge issues for approval by council. • New Homes Bonus and Community Infrastructure Levy.

4. PROPERTY AND PERSONNEL COMMITTEE

Membership:	Council nominations.
Matters Delegated To Committee:	All matters, including the preparation of a draft budget for consideration by the Policy and Finance Committee and Council, relating to:- **Property** • The provision and maintenance of all buildings, land and capital equipment within allocated budgets. • The Manor House and its environs (excluding the operation of the Museum). • The Dairy site and Southfields Jubilee Centre with the exception of the policy and operation of the Community Centres. • The acquisition and disposal of land as agreed by Council, within allocated budgets. • The production of an annual programme for the refurbishment and maintenance of Council owned property, together with budget estimates for consideration and approval by Council, following appropriate consultation with the responsible service Committee. • The provision and maintenance of bus shelters, street furniture and litter bins in the ownership of the Council. • The provision and maintenance of all street and footway lighting and to provide light in open spaces, including decorative lighting if required. • The maintenance and cleaning of public conveniences in partnership with Arun District Council. • The drawing up of legal agreements licences and leases in connection with Council owned property (excluding allotment plot rentals and room bookings at the Dairy and Project 82). Cont...

4. PROPERTY AND PERSONNEL COMMITTEE (cont...)

Membership:	Council nominations.
Matters Delegated To Committee:	**Personnel** • The overseeing of the conditions of service of employees of the Town Council and making recommendations to Council on the following matters: ♦ Staffing levels. ♦ Salary structures and pay. ♦ Leave entitlement, including sick, maternity and special leave. ♦ Hours of work. ♦ Special conditions of service that might relate to a specific post or individual. ♦ Allowances, expenses and subsistence. ♦ Trade Union Membership. ♦ Smoking at work. ♦ Sickness. • The internal operation of the Equal Opportunities Policy. • The operation of the Health and Safety Policy. • The operation and final arbiter, through a panel, for all staff appeals. • Appraisals.

5. PLANNING AND TRANSPORTATION COMMITTEE

Membership:	One Member from each Ward and other nominated Councillors.
Matters Delegated To Committee:	• The making of representations to the local Planning Authority on applications for planning permission as notified by Arun District Council. • The making of representations in respect of appeals against the refusal of planning permission. • Monitoring and commenting upon Strategic and Local Plans. • The making of representations to the Planning Authority on other planning matters, including tree preservation orders. • Monitoring and commenting to the Highway Authority on all highway matters. • Street naming. • Commenting on licence applications for licensed premises. • Making representations to Arun District Council on Public Entertainment Licences as notified by that authority. • Commenting on the South Downs National Park. • Community and Public Transport matters. • All transportation matters (excluding the ferry). • Devolved Planning. • Minerals and Waste Plans. • Neighbourhood Plan, Neighbourhood Development Orders and community Right to Build. • Liaison with community groups and regarding the Community Right to Build and making recommendations to Council thereon. • Assets of Community Value – the nomination thereof and consultation with the community thereon.

6. GOVERNANCE and AUDIT COMMITTEE

Membership:	Minimum of three Members with the Chair to be from a minority political group, plus the Mayor and Deputy Mayor.
Matters Delegated To Committee:	<u>Governance, Standards, Ethics and Probity</u> • To promote a culture of openness, ready accountability and probity in order to ensure the highest standards of conduct of Councillors and employees. • To lead on all aspects of Corporate Governance by promoting the values of putting people first, valuing public service and creating a norm of the highest standards of personal conduct. • To oversee and manage probity for Councillors and employees and on the Members Code of Conduct. • To be responsible for the Council's Register of Members' interests. • To be responsible for written guidance and advice on the operation of the system of declarations of Members' Interests and to receive reports from the Monitoring Office and Town Clerk on the operation of the system of declarations from time to time. • To establish, monitor, approve and issue advice and guidance to Councillors on the scheme of dispensation. • To establish when required a Standards Sub-Committee to determine how to comply with the recommendations of the Monitoring Officer (Standards Committee on Code of Conduct cases). • To receive regular reports on the performance of the complaints process and to form a panel to act as final arbiter when a complaint has been lodged against the Council. Furthermore, to recommend consequent revisions to related policies and procedures as appropriate. • To ensure the external operation of the Equal Opportunities policy. • The periodic review of the Council's Standing Orders. • The setting up and monitoring of control systems for the oversight of Council expenditure. cont.....

6. GOVERNANCE and AUDIT COMMITTEE (cont.....)

Membership:	Minimum of three Members with the Chair to be from a minority political group, plus the Mayor and Deputy Mayor.
Matters Delegated To Committee:	<u>Audit Role</u> • To provide independent assurance on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the Annual Governance Statement. • To be satisfied and provide assurance that appropriate action is being taken on risk and internal control related issues identified by the internal and external auditors and other review and inspection bodies. • To receive, and make recommendation on, such reports as are required in relation to all audit matters and including the Strategic Internal Audit Plan. • The Committee shall specifically have responsibility for oversight of and provision of assurance on the following functions: ❖ Internal audit, including its efficiency; ❖ ensuring that Council assets are safeguarded; ❖ maintaining proper accounting records; ❖ ensuring the independence, objectivity and effectiveness of internal and external audit; ❖ the arrangements made for cooperation between internal and external audit and other review bodies; ❖ considering the reports of internal and external audit and other bodies, ensuring recommendations are considered by the appropriate standing Committee; ❖ the scope and effectiveness of the internal control systems established by management to identify, assess, manage and monitor financial and non-financial risks (including measures to protect agains, detect and respond to fraud and the whistle blowing policy) ❖ to recommend to Council any matters relating to improving Financial Regulations ❖ to recommend to Council the Annual Governance Statement.

Littlehampton Town Council

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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 3 SEPTEMBER 2012** at **6.30PM**

Present: Cllrs Emberson (Chair), Belchamber MBE, Gammon, Hulmes, Long, Scrivener and Squires

2012/2013

14. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

16. APOLOGIES
Apologies were received from Councillor Britton.

17. 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 Gammon declared a personal interest on the item relating to Littlehampton Harbour as he was a member of Littlehampton Harbour Board. With regard to the items on the town centre, he declared a personal interest as a Member of the Arun District Council Littlehampton Regeneration Sub-committee.

18. MINUTES
The non-exempt Minutes of the meeting held on 18 June 2012 (previously circulated) were confirmed as a true record and signed by the Chair.

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

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

21. OFFICER'S REPORT

21.1 Standing Orders and Financial Regulations

21.1.1 The Committee considered a report (previously circulated) which incorporated draft Standing Orders and Financial Regulations, which would need to be recommended to Council and also included revised Schemes of Delegation to

Committees. Responding to a question, the Clerk explained that any comments made up to the meeting of Council would of course be reported and that once the Standing Orders had been approved, they would still remain able to be amended by Council at a later date.

21.1.2 The Committee considered the Standing Orders in depth and suggested the following changes:-

- The indexing showing whether the Standing Order applied to Council meetings, Committees and/or Sub-Committees could be made clearer, particularly for black and white versions, by using different shapes to demarcate the different references.
- Typographical errors in the first lines of the Standing Order 31(o) and 36 were noted.
- Reference needed to be included within the Standing Orders to allow individual Members to attend Committees of which they were not a Member. This would be to allow that Member to speak on a specific item where they had a clear reason so to do. It was suggested that this should be progressed by that Member writing directly to the Clerk indicating that he/she wished to speak on a matter and explaining why. The Member would not be able to vote on such an item.

21.1.3 The Financial Regulations were considered without amendment.

21.1.4 The Committee considered the revised Scheme of Delegation to Committee and agreed that the following changes should be incorporated in the draft considered by Council later in the month:-

- The Performance and Publicity Committee should continue for the remainder of this Council year but then cease to be, with its performance matters being moved to the Governance and Audit Committee and its strategic publicity role relocated to the Policy and Finance Committee.
- The revised Community Resources Committee Scheme of Delegation was supported.
- The revised Policy and Finance Scheme of Delegation was supported with the Periodic Review of the Council Standing Orders and the setting up and monitoring of control systems for the oversight of Council expenditure both relocated to the Governance and Audit Committee.
- The revised Property and Personnel Committee Scheme of Delegation was supported.
- The proposed Planning and Transportation Committee Scheme of Delegation was also supported.
- The Governance and Audit Committee Scheme of Delegation was supported with the inclusion of the two matters referred to earlier from the Policy and Finance Committee.

21.1.5 Other issues discussed included the clarification of the Membership of the Planning and Transportation Committee and also whether the Governance and Audit Committee's extended membership, which would include the Mayor and Deputy Mayor, should include those as full Members of the Committee or as ex-officio.

21.1.6 It was **RESOLVED** that:

Council be RECOMMENDED to approve the revised Standing Orders, Financial Regulations and Schemes of Delegation as circulated to the Committee with the amendments set out in Minute 21.1 above incorporated.

21.2 Payments by Parish & Community Councils – Consultation

The Committee considered a report (previously circulated) seeking the Committee's comments and endorsement of a response to the Department for Communities and Local Government on a proposal to allow councils to adopt modern methods of payment and alternative means of control. Members were supportive of the proposals and it was **RESOLVED** that:

The response as set out in Appendix 2 to the report be approved.

21.3 Harbour Issues

The Committee considered a report (previously circulated) which provided an update on harbour issues and the proposed future of the Harbour Project Board. As local ward Member, Councillor Belchamber MBE referred to the appalling consultation with the traders in Pier Road, both with regard to the delay to the East Bank enhancements and also to the investigatory work that was to be undertaken over the next few weeks. He was pleased that the Environment Agency had been persuaded to commence this work at the footbridge, working towards Pier Road later in the autumn. It was hoped that there were now better lines of communication between the Environment Agency and the local traders. It was **RESOLVED** that:

The report be noted.

21.4 Town Centre

(a) Littlehampton Regeneration Sub-Committee

The Committee considered a copy of a report which had been considered by the District Council's Littlehampton Regeneration Sub-Committee. Responding to a comment by a Member, the Town Clerk clarified that the Section 106 monies referred to within the report were only a part of the contribution being made by Morrisons as a result of their recent planning permission. Members were pleased that the sums would go towards priorities identified as part of the Portas Pilot bid and also noted the further work to be undertaken regarding the St Martin's Car Park development.

(b) DCLG Paper "Re-imagining urban spaces to help revitalise our High Streets"

The Committee considered a copy of a paper from the Department for Communities and Local Government (previously circulated), which was thought to be a useful backdrop to some of the other work that was currently ongoing. The Town Clerk also reported that a further £10,000 had been made available by the Government to support the Town Team. This would need to be applied for by the local MP. It was **RESOLVED** that:

The Paper be noted.

21.5 ADC/LTC Liaison

The Committee considered the draft notes of the Liaison meeting held on 30 August 2012 (circulated at the meeting). It was **RESOLVED** that:

The notes be noted.

21.6 Renegotiation of Section 106 Planning Agreements

The Committee considered a consultation paper from the Department for Communities and Local Government (previously circulated) regarding the renegotiation of Section 106 Planning obligations. Without responding in detail, Members strongly expressed their opposition to this proposal and asked the Town Clerk to write accordingly. It was **RESOLVED** that:

The Town Council's opposition to the proposal be forwarded as a response to the consultation paper.

22. ACCOUNTS

22.1 Finance Report 2012/13

The Committee considered a report (previously circulated) highlighting significant variances from budgeted income and expenditure related to the Policy and Finance Committee's budget for 2012/13. In response to a question, the Clerk would write to all Members of the Committee, clarifying the investments set out in the table of the report. It was **RESOLVED** that:

Other than the action above, the report be noted.

22.2 Localising Support for Council Tax

22.2.1 The Committee considered a report (previously circulated) setting out the details of a Government proposal to exclude parish councils from the impact of the Localising Support for Council Tax scheme. The Town Clerk explained that the original proposals would have caused a reduction in the tax base for local councils, which would have meant that the tax level, or Band D, associated with any given precept amount, would rise. The amount of such an increase could be very significant (not just limited to 10%). It was feared that such increases could lead to local councils being included and caught in the excessive increases referendum arrangement.

22.2.2 The Clerk went on to explain that the new proposal being consulted upon was that the tax base regulations be amended so that the calculation of tax levels for local precepting bodies should exclude the effect of the localising support for council tax schemes. This would mean that things would stay much as they were now. Members were pleased to note this important change and **RESOLVED** that:

The proposals as set out within the consultation paper be supported.

23. **EXEMPT BUSINESS**

It was **RESOLVED** that:

> ***The public and accredited representatives of the press be excluded from the meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.***

24. **MINUTES - EXEMPT**

The Exempt Minutes of the meeting held on the 18 June 2012 were agreed as a true record and signed by the Chair.

The meeting closed at 8.07pm.

_____

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 13 SEPTEMBER 2012** at **6.30PM**

Present: Cllrs Gammon (Chair), Caffyn, Long, Northeast and Dr Walsh.
Cllrs Emberson, Scrivener and Weston attended as substitutes for Cllrs Britton, Bowyer and Neno respectively.

2012/2013

14. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

16. APOLOGIES
Apologies were received from Councillors Bowyer, Britton and Neno.

17. 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 made at this stage of the meeting.

18. MINUTES
It was **RESOLVED** that:

The Minutes of the meeting held on 31 May 2012 be confirmed as a true record and signed by the Chair, subject to the amendment of a small typographical error on the first line of Resolution 1 of Minute 9.3.2.

19. CHAIR'S REPORT AND URGENT ITEMS

19.1 **South and South East In Bloom**

19.1.1 The Town Clerk was delighted to report that, earlier in the day, Littlehampton had achieved a Gold Award in this year's South and South East In Bloom. He reported some of the feedback from judges which included references to the attractive, colourful and well-maintained floral displays in the town centre; the enthusiasm and involvement of the railway station, banks and businesses; the

introduction of sustainable planting at the Library Memorial Garden; the cleanliness of the whole town and the photo blinds in vacant shop windows; the excellent management of the street furniture of an appropriate design for a maritime town and the very strong community support at Mewsbrook Park.

19.1.2 Members were thrilled with the award and praised the fantastic efforts of all those involved in the town and particularly the Littlehampton In Bloom Committee, chaired by Margaret Boulton and the Council's Community Resources Manager, Rosie Parfitt. The Clerk commented that it was also pleasing to note that the Town Council's investment in a number of initiatives had been well-received. He would ensure that appropriate press releases reflecting the wide community involvement were circulated following the meeting.

20. PUBLIC FORUM

20.1 Councillor Squires congratulated everybody on the Gold Award from South and South East In Bloom. He then referred to the Town Show and Family Fun Day, explaining that this Show was an exceptionally positive thing for Littlehampton and that there was a need to encourage the positive. He was also concerned that the debate to date had not reflected what the town wanted. He thought that it was obvious that the Southfields Jubilee Centre was not big enough for the Town Show. He had received much feedback during the Town Show and Family Fun Day from the general public, who he believed wanted to keep the two elements of the Day together. He hoped that tonight Councillors would reflect on this and decide to retain the existing format.

20.2 Councillor Belchamber MBE also referred to the Town Show and Family Fun Day. He reflected on the wide range of people enjoying the Town Show and also the very minimal sums that would be saved by moving to the Southfields Jubilee Centre. He commented on proposed staffing changes and the interest saved this year on Southfields Jubilee Centre which would easily cover the cost of the Town Show for the next five years. He stated that a rethink was needed, with a view to putting a bad decision right. He also referred to the petition which had more than 2,000 signatures and was still rising.

20.3 Mr Humphrey explained that the Town Show operated through a similar arrangement to that of the Littlehampton In Bloom Committee, who had achieved a tremendous Gold result. Principally this was a group of volunteers undertaking a huge amount of work for the town and the Town Council.

20.4 Mrs Humphrey referred to the cost of the event and the population of the town, which meant that the Town Show represented a cost of 10p per person per year.

21. ALLOTMENTS WORKING GROUP

21.1 The Committee received the notes of the Allotments Working Group held on Thursday 30 August 2012 (previously circulated), with one matter arising:-

Allotment Rental Fees for 2014

The cost of the allotments were raised, both in terms of the figures quoted in the Finance Report 2012/13 e nclosed elsewhere on the agenda and the overall budget figure. The Clerk explained that the figures in the Finance Report did not include recharges from Central Admin, the Amenity Team or

the Manor House. However, it was questioned whether the subsidising of the allotments was value for money for the Council. An alternative argument was also put forward that allotments should be subsidised and that they were not there to make a profit. It was noted that the Chair and Vice-Chair would shortly be meeting with the Clerk and RFO prior to an Extraordinary Meeting of the Working Group on 4 October to discuss the 2014 fee increase further.

22. OFFICER'S REPORT

22.1 Town Show

22.1.1 The Committee considered a report (previously circulated) which explained that on 28 June Council had considered a recommendation from this Committee to split the two elements of the Town Show and Family Fun Day, with the former being held at Southfields Jubilee Centre on the second Saturday of September and the latter on the third Saturday of August. This had been approved, subject to the completion and suitability of the Southfields Jubilee Centre. The Clerk explained that the Chair, Vice-Chair and Councillors Scrivener and Hulmes had met with Town Show representatives, who had stated that the Centre was not large enough to accommodate the Town Show. He therefore sought the direction of the Committee as to a way forward, with a view to making a recommendation to Council.

22.1.2 Councillor Dr Walsh stated that in view of the unsuitability of the Southfields Jubilee Centre; the overwhelming evidence of public opinion and the very minimal costs involved, it was appropriate now to bring the two events back together. He therefore proposed that Council be recommended to agree that the Town Show and Family Fun Day should stay together in one place, with the marquee and should not be split. This was duly seconded by Councillor Northeast.

22.1.3 A wide-ranging discussion ensued, where the following key points were made:-

- In response to a question, the Town Clerk reported that the 2012 Town Show and Family Fun Day had been delivered at an underspend of circa £3,000.
- It was commented that the Jubilee Centre would be a better venue than a marquee in a field.
- There was a need to make economies.
- It was stated that, despite the comments of the Town Show Committee, arrangements could be achieved to allow the Town Show to be held in the Centre.
- Perhaps the Stage By The Sea site could be an excellent area to hold the Family Fun Day.
- The question of not supporting the will of the people was highlighted.
- The need to support volunteers and volunteer organisations in keeping with the Big Society ideology was highlighted.
- It was commented that exhibitors from outside the town displayed at the Town Show. If they did not, the number of tables would be reduced, giving better value for money.
- A contrary argument to this was that the Town Show brought many people into the town, boosting the local economy.

- The Town Show this year, as previously, was absolutely brilliant and attended by a wide cross-section of the community.
- It was noted that the marquees were an excellent refuge if the weather turned but also, it was pointed out that the Town Show marquee was only available for some of the day whilst setting up and judging took place.
- It was suggested that the Events Working Group be reconvened to look at the potentially congested calendar in future years, whilst retaining the existing Town Show and Family Fun Day in view of neither there being significant savings nor any popular support. The Working Party should be cross-party.
- It was suggested that smaller marquees could be used around the Jubilee Centre to extend the capacity, although the additional costs were noted.
- It was also suggested that perhaps the Town Show could be held at the Jubilee Centre, at the same time as the Family Fun Day, to encourage people to move between the two sites. It was commented, however, that the land around the Centre was owned by the District Council, which might prove problematic.
- It was suggested that Southfields Jubilee Centre had been created to house events such as the Town Show, although a counter point was made that the Centre was heavily booked already.
- It was stated that the original proposal was not a saving, but a cut.
- It was thought that there was little evidence to support the original proposal to separate and relocate the Town Show. However, the petition and other public fora had demonstrated a strong opposition from the public.
- It was emphasised that the Town Show involved far more than purely plants, including crafts, arts, etc.
- It was stated that the reason that the Town Show and Family Fun Day was so successful was that it brought everyone from the community together to celebrate the town.

22.1.4 On request, the motion was put to a recorded vote, thus:-

For	**Against**
Emberson	Caffyn
Gammon	Scrivener
Long	
Northeast	
Dr Walsh	
Weston	

It was therefore **RESOLVED** that:

Council be RECOMMENDED to agree that the Town Show and Family Fun Day should stay together in one place, with the marquee and should not be split.

(The meeting was adjourned for five minutes to allow members of the public present to leave if they so wished – the meeting recommenced at 7.45pm)

22.2 **Project 82 Staffing Report**

22.2.1 The Committee considered a report (previously circulated) detailing recent staffing changes, cover arrangements and the implications that these had on the day-to-day running of Project 82. Members were delighted with the way that the new Project Manager had settled in and the positive changes that were being progressed. They were also pleased to record their best wishes for Alison Bond, following the birth of her daughter in August. It was also noted that Kelly Jordan would be taking up the vacant Worker-in-Charge position shortly.

22.2.2 It was also noted that Mr Steve Bailey had joined Project 82. He was known at the Keystone Centre and was closely involved with the Boxing Club. It was hoped that this activity would be forthcoming at the Keystone Centre and was seen to be a good way of channelling energy and discipline for young people.

22.2.3 It was **RESOLVED** that:

1. The updates on new members of staff; staff departures and Worker-in-Charge cover for August be noted.
2. The proposal for seven hours Worker-in-Charge cover for September, as set out in paragraph 3.3 of the report, be approved.

22.3 **Museum Periodic Report**

The Committee considered a report (previously circulated) updating Members on recent developments related to the Museum and setting out a proposed Exhibition Programme for 2013. Members were pleased to note the excellent work that had been undertaken during recent months, although the Town Clerk undertook to produce more meaningful statistics on visitor and outreach figures to future meetings. The Exhibitions Programme was supported and it was therefore **RESOLVED** that:

1. The 2013 Exhibition Programme be approved.
2. The report otherwise be noted.

22.4 **Grant Aid Applications 2012**

The Committee considered a report (previously circulated) setting out applications for the remaining funds of Grant Aid 2012/13. Responding to a question, the Clerk confirmed that feedback from grant recipients was sought and reported as part of the Annual Grant Report in June/July. The Committee was supportive of the recommendations aligned to the applications and it was **RESOLVED** that the following grants be made:-

(a) £250 to the Littlehampton Ward and District Neighbourhood Watch Association to cover the cost of two editions of their quarterly newsletter.
(b) £250 to the Littlehampton Freestyle Wrestling Club to provide for coaching for families who are

unable to access the Wrestling Club on financial grounds.
(c) £250 to Cruise Bereavement Care for funding towards the running of the telephone helpline, leaflet and stationery costs and volunteer travel costs.
(d) £180 to Littlehampton Civic Society to cover the cost of the room hire of the New Millennium Chamber for the Society's 2012/13 AGM.

22.5 **Ferry Update**

22.5.1 The Committee considered a report (previously circulated) which gave information regarding the first year of the two-year trial of the Littlehampton Ferry. The Town Clerk highlighted the variances in usage and explained some of the reasons. He added that a further report for looking at the lessons learnt for year two of the pilot would be written for the next Committee meeting.

22.5.2 Councillor Northeast explained that the Editorial Board had identified a need to improve signage and branding for the West Beach, which would hopefully help for next year. He circulated copies of some literature/notices/leaflets which were strongly supported by the Committee. It was thought that having a good notice board, including a map and a description of the West Bank, on the West Bank would be an excellent addition and Councillor Scrivener hoped that the River Ward budget could be used towards this. It was also thought that the leaflet might include reference to the fantastic fossil hunting that could be undertaken on the West Beach.

22.5.3 It was therefore **RESOLVED** that:

In noting the report, the Town Clerk progress Councillor Northeast's proposed literature to enhance knowledge of and interest in the West Bank.

22.6 **Standing Orders: Urgent Actions**

The following Urgent Actions were noted:-

(a) The provision of replacement Christmas decorations for the town for 2012.
(b) The waiving of Standing Order 78a – Tendering Procedures for the provision of security services at the Town Show and Family Fun Day.
(c) The earmarking of £1,100 from the Wick Initiatives budget and £500 from Museum donations towards the Wick Memorial Project.

22.7 **Tourism & Events**

The Committee considered a report (previously circulated) feeding back on a number of summer events, which were the Diamond Jubilee Weekend Celebration; The Boat Jumble; Armed Forces Day; The Garden and Allotments Competition; The Sandcastle Competition and the Jubilee Concert. Members were delighted with the overall range and quality of the events and wished to record their thanks to Sofia Chittenden and Rosie Parfitt for their work on this. A number of comments were raised but were made, including:-

- Praise for the wide range of events, for their organisation and variety.

- The tremendous public response to Armed Forces Day.
- The tremendous progress that had been made and needed to continue to be made to deliver ever better events.
- The success of the fireworks at the Jubilee Concert.
- The vindication of the decision not to hold the Concert on the Jubilee weekend.

It was **RESOLVED** that:

The report and the financial implications be noted.

22.8 **Application for a South-East In Bloom Grant**

The Committee considered a report (previously circulated) and **RESOLVED** that:

A South East in Bloom grant of £200 be made to the Mewsbrook Park Community Support Group.

22.9 **Sport and the Arts Community Event (SPACE) 2012**

The Committee considered a report (previously circulated) reviewing the SPACE event for 2012. Members were exceptionally pleased with the event, which also aligned itself with the Olympic legacy theme of 2012. Members thanked Rosie Parfitt for her work with the event and it was **RESOLVED** that:

1. In principle, a budget of £3,500 be included for SPACE 2013 in the draft 2013/14 budget.
2. Officer time at SPACE 2013 to manage activities where necessary be approved.

23. FINANCE

23.1 **Finance Report 2012/13**

(Councillor Northeast declared a personal interest on this item as he was the Chair of the Keystone Centre Management Committee.)

The Committee considered the latest Finance report (previously circulated) and asked the Town Clerk to clarify in future reports the use of asterisks, etc depicting where budgets were shared with other Committees. It was **RESOLVED** that:

The report be noted.

24. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk had nothing further to report to Members.

25. EXEMPT BUSINESS

There was none.

The meeting closed at 8.12pm

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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 23 JULY 2012** at **6.30PM**

Present: Cllrs Long (Chair), Ayres, Caffyn, Hulmes and Scrivener

2012/2013

25. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

27. APOLOGIES
Apologies were received from Cllrs Gammon and Emberson. Cllrs Hulmes and Caffyn attended as substitutes.

28. DECLARATIONS OF INTEREST
Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they might have in relation to items on this Agenda.

29. MINUTES

29.1 The Minutes of the meeting held on 25 June 2012, previously circulated, were confirmed as a true record and signed by the Chair.

29.2 A discussion was held over the Rampion Offshore Windfarm and the Committee decided that they wished to comment upon the consultation. It was therefore **RESOLVED** that:

> ***A letter be sent to EON, raising an objection to the Rampion proposal due to concerns over visual amenity and the look of the windfarm, its location in respect of the Littlehampton foreshore and that it would destroy the beauty of the horizon.***

30. CHAIR'S REPORT AND URGENT ITEMS

30.1 River Beach Primary School – A planning application for an external canopy to provide shelter and play space for classes had been received. No objections were raised to the proposed canopy.

QUALITY TOWN COUNCIL

30.2 Devolved Planning Training - The proposed date of Monday 24th September 2012, from 6 to 8pm in the Fleming Room was agreed. Members that acted as substitutes for the Committee would also be invited to attend.

31. RECOMMENDATIONS from COUNCIL or OTHER COMMITTEES

There were none.

32. PUBLIC FORUM

Mr Wilf Daggett stated that the numbers of people on the housing list were often used by Arun District Council to support housing schemes in the Town. He requested that the District Council publish details of the list, including where the applicants came from, present accommodation etc.

33. PLANNING MATTERS

33.1 Planning Applications – Lists 26, 27, 28 and 29.

It was **RESOLVED** that:

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

33.2 Bus Passenger Figures

The No 12 passenger figures for June had fallen considerably. The Committee discussed possible reasons for this, including bank holidays and weather conditions. It was agreed that the figures would be discussed next month, especially if the drop in demand continued.

34. WEST SUSSEX COUNTY COUNCIL MATTERS

34.1 White Meadows Primary School - Although no objections were raised to the continued siting of the temporary modular units, the Committee raised concerns over this application as school numbers appeared to have risen considerably. The school was only accessed by one residential road, which became congested with parking. This meant that the traffic backed up to the main road. The Committee asked that alternative access be considered for pedestrians from both West Way and Wick Farm Road as there were concerns regarding road safety.

34.2 Request for Private Signs on the Highway for White Meadows Primary School
No objections were raised to the proposed highway signage.

34.3 River Beach Primary School – See urgent items.

34.4 West Sussex Waste Local Plan Consultation – Details of the consultation period for the Waste Local Plan were circulated. There were seven strategic waste site allocations named, three of which were in the Arun area (Ford, Hobbs Barn and the Vinery). Members noted that Arun District Council had already commented on these three proposed sites. It was **RESOLVED** that:

A letter be sent to WSCC outlining the concerns of Littlehampton Town Council over two of the proposed strategic waste sites as follows:-
Site W/AR/2A – Site adjacent to Sewage Works, Ford and Site W/AR/3 – Hobbs Barn - Development of these sites for waste use could pose highways issues in these locations and HGV routing agreements would be required together with Environmental Impact Assessments and Transport impact Assessments.

34.5 Current Weather Conditions / Highways Maintenance
An update on grass cutting, quality of cuts, flooding and carriageway conditions had been received from WSCC and was previously circulated to Members. It was noted that the weather conditions had affected services and that if the weather were to continue then additional cuts might be programmed.

35. NEIGHBOURHOOD PLAN

35.1 Consultation Event
The Clerk and Chair gave a verbal update on the consultation event held on Saturday 21st July. 16 members of the public attended and discussed four topics (Sites for Housing allocations, A vision for the Town, Town Centre policies and the Littlehampton Harbour).

35.2 Informal date for Members to view the emerging draft plan
The draft plan was being pulled together and the Committee were asked to agree an Informal date to look at the emerging plan, prior to the September consultations. The suggested dates were Tuesday 7th or Thursday 9th August and Members agreed to let the Clerk have their availability by email.

35.3 Visit to the House of Commons
The Clerk and Chair of the Committee attended an all party working group on Neighbourhood Plans at the House of Commons. The meeting was chaired by MP Rory Stewart, who invited the Clerk and Chair to give their views on the issues around producing a plan. This prestigious invitation gave an opportunity to feedback on experiences. The Clerk and Chair had subsequently been invited to produce a short issues paper for MP Greg Clarke.

35.4 Draft Local Plan
Two copies of the Arun District Council Draft Local Plan had been received. This was a large document that was currently subject to public consultation. The Clerk suggested that she work with the Chair to pull together some initial comments on the content of the plan for discussion and agreement at the next meeting. Members discussed the importance of this document and raised some concern that the document should be discussed by Full Council. The Clerk explained that Council had delegated both the Draft Local Plan and the

Neighbourhood Plan to the Committee. It was agreed that all Members would be made aware of the Local Plan and be invited to submit comments to the Clerk in preparation for the next meeting.

36 MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing to report.

37. EXEMPT BUSINESS

There was none.

The meeting closed at 8:16pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 23 July 2012
Representation on Lists 26, 27, 28 and 29 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
26	Ham	MA	LU/122/12	Outline application with some matters reserved for demolition of existing workshop & associated buildings. Erection of 2 no. 2&3 storey blocks consisting of 9 no. apartments, including 2 no. 1 bed studio flats, 1 no. 1 bed flat, 5 no. 2 bed flats & 1 no. 3 bed maisonette.	CM Wood Body Repair Centre Linden Park Littlehampton	**Objection:** . Overdevelopment of site . Lack of sufficient parking for the number of units proposed plus any visitors they might have . Loss of business space in an industrial area . Height would be overbearing to both houses & industrial units
27	River	RS	LU/147/12	Erection of external stairs to rear	24 Church St Littlehampton	No Objection
27	Brookfield	AG	LU/149/12	Single storey front extension	110 Bluebell Drive Littlehampton	No Objection
27	River	RS	LU/134/12	Change of use from retail (A1 Shops) to a recruitment & training centre (A2 Financial & Professional Services) for healthcare provider Allied Healthcare Group Ltd	8 Anchor Springs Littlehampton	No Objection
28	River	RS	LU/152/12/A	1 No non illuminated fascia sign sited at the front elevation & 1 No non illuminated projector sign sited at the front elevation	Scope 64 High Street Littlehampton	No Objection
28	Wick with Toddington	CE	LU/158/12/L	Application for Listed Building Consent for demolition of single storey pantry to north elevation & erection of kitchen extension	Toddington House Toddington Lane Littlehampton	No Objection

000106

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 23 July 2012
Representation on Lists 26, 27, 28 and 29 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
28	Wick with Toddington	CE	LU/158/12/L	Application for Listed Building Consent for demolition of single storey pantry to north elevation & erection of kitchen extension	Toddington House Toddington Lane Littlehampton	No Objection
28	Beach	JL	LU/160/12	Conservatory to side elevation	14 Reef Close Littlehampton	**Objection:** Overdevelopment of the site as the footprint of the extension is too large. It would appear that the extension replaces the boundary wall & is an extension rather than a conservatory within the boundary

0001007

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 23 July 2012
Representation on List 29

Page 1 of 1

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
29	River/ Brookfield	RS/JL	LU/117/12	Demolition of garages and erection of a single storey modular building for use as a day nursery with associated car parking and gardens	Land adjacent to 21 Elm Grove Road Littlehampton	No Objection
29	Ham	MA	LU/132/12	Change of use from care home (Residential institution C2) to dwelling (C3 Dwelling Houses)	68 Arundel Rd Littlehampton	No Objection
29	Wick with Toddington	CE	LU/125/12	Change of use of commercial premises (B1 Business) to residential (2 flats) (C3 Dwelling Houses)	1 & 2 Norfolk House Wick Street Littlehampton	**Objection:** Loss of commercial premises & shop fronts in this row of businesses. Erosion of retail area
29	Beach	MA	LU/150/12	The erection of a wooden vertical ship-lap with gravel board fence 1.8m high, enclosing a grassed area on west side, one 4ft wide gate at north end opening inwards, to be positioned at north end 2m from pavement edge tapering back to 1m from pavement edge at south end.	21 Neptune Way Littlehampton	No Objection

80CC9

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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 20 AUGUST 2012** at **6.30PM**

Present: Cllrs Gammon (Vice-Chair in the Chair), Bowyer, Caffyn, Emberson and Scrivener

2012/2013

38. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

40. APOLOGIES
Apologies were received from Councillors Long and Ayres. Councillors Bowyer and Caffyn attended as substitutes.

41. DECLARATIONS OF INTEREST
Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they might have in relation to items on this Agenda. Councillor Bow yer declared a p ersonal interest as a Member of Development Control Committee for Arun District Council. Councillor Gammon declared a personal interest on application LU/184/12 at Arun Yacht Club as a member of the Harbour Board.

42. MINUTES
The Minutes of the meeting held on 23 July 2012, previously circulated, were confirmed as a true record and signed by the Chair.

43. CHAIR'S REPORT AND URGENT ITEMS
Councillor Gammon and the Committee thanked Nikkie Enticknap for her hard work for the Committee over the past five years and wished her well in her future career.

44. RECOMMENDATIONS from COUNCIL or OTHER COMMITTEES
There were none.

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

46. PLANNING MATTERS

46.1 **Planning Applications – Lists 30, 31, 32 and 33**

It was **RESOLVED** that:

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

46.2 **No 12 Bus Passenger Figures**

It was noted that the passenger figures for July 2012 had begun to rise again, but were still considerably lower than the figures for the previous years. It had been an unusual year, with the Queen's Jubilee celebrations, the London Olympics and particularly bad weather conditions which might account for the drop. The figures would continue to be monitored. The current route of the bus service and the fact that not all the Town received a service was discussed. The Clerk reported that re-routing had been considered previously but the Town Council were awaiting new developments in the Town which would bring additional funds for bus services.

46.3 **Arun District Council Draft Local Plan**

The draft Local Plan was an extensive document and all Members were urged again to attend the public consultation events that were being held. All Town Council Members had been invited to view the document and to submit comments for discussion at the meeting. No comments had been received.

46.4 The Clerk outlined some key points in the plan, namely:-

- The Local Plan provided a strategic evidence base for Neighbourhood Development Plans.
- The Local Plan "*along with Neighbourhood Development Plans, will form the statutory development plan for the District which will be used to guide planning decisions*".
- Interestingly, Climping Beach but not West Beach was classified as a Site of Special Scientific Interest (SSSI), although West Beach was classified as a Local Nature Reserve (LNR).
- The spatial portrait made rather depressing reading as far as Littlehampton was concerned although it didn't mention Ham as the most deprived ward. Littlehampton is mentioned in sections :-
  - 4.21 Populations
  - 4.23 Housing
  - 4.24 Social Rented
  - 4.26 Income Deprivation
  - 4.27 Average life expectancy
  - 4.28 Ed achievement
  - 4.29 Crime
  - 4.31 Worklessness
- Policy SP3 - Strategic Employment Land allocations were identified in Littlehampton at both North Littlehampton and Courtwick Lane.
- Policy DM2 – Members might comment on the potential reduction of affordable housing if 'viability testing provides evidence to the satisfaction of the Council'.

- Policy DM 4 – Members were asked if they had strong views on telecommunications? Particularly relating to the provision of new masts or base stations?
- Policy SP 10 – Consideration could be given as to how any West Bank development would provide affordable homes.
- Policy DM 17 – Does the Town Council have strong views about alterations in conservation areas, particularly given the emerging views on replacement windows in these areas from the Neighbourhood Plan consultation.
- Policy DM 39 on Water Supply and Quality – This covered new developments, but not support for existing services.

46.5 Key Points for Littlehampton's Neighbourhood Plan were:-

- *".....Neighbourhood Development Plans needed to be in conformity with the strategic policies but can provide alternatives to, or opt out of the development management policies"* Littlehampton Town Council will need to ascertain if their policies are strategic or management if they are non-conforming.
- *"Additional employment sites can be identified locally and will be subject to appropriate policies within this Local Plan and any Neighbourhood Development Plan"* Additional employment land may be identified in the Neighbourhood Development Plan.
- 11.7 Will the Neighbourhood Plan take forward *'a wealth of strategy development proposals including the Littlehampton Waterfront Strategy'?*
- 9.6.5 This statement would allow the insertion of a policy in the Neighbourhood Plan about using the minimum amount of enabling development to deliver infrastructure particularly with regard to Littlehampton Harbour.
- Housing delivery – The Town Council is clear on the 200 allocation but will consult on potential sites for our Neighbourhood Plan to ensure West Sussex County Council land to be included in the numbers.
- Should we have a policy within the NDP which supports design quality?

46.6 The Committee discussed the Plan in some detail. Members stressed the importance of keeping the Character of the Town. Discussions were also held with regard to employment and Members wanted to see more factories and small light industrial units and small/medium enterprises. They discussed their concerns that banks were not lending money to businesses and that the lack of an integrated road network through West Sussex discouraged business investment. Members wanted to encourage Tourism and stated that the recent Queen's Jubilee concert on the Seafront had been very successful. Members were interested in exploring the idea that allotment sites on new developments could be run by management committees. They raised concerns over water supplies and existing infrastructure to support this. Public art was not felt to be a priority area for any Section 106 negotiations. With regard to the Town Centre, Members felt that there was a real danger of having too many cafés and not enough retail outlets. Finally, they felt that the history of the Town was important and that the Fort on the West Bank should be opened up to visitors.

46.7 Other areas to be put forward to Arun District Council over the Local Plan were:-

- The built up area boundary does not include Harbour Park!
- Safeguarding the Main Road Network. The references to the Fitzalan Link seem to be very low key.
- Oyster Pond – triangle area of land not included in Open Space.

47. NEIGHBOURHOOD PLAN

The Clerk updated the Committee that due to her departure, the planned September consultation events would now be postponed until October/November with dates to be advised as soon as possible.

48. WEST SUSSEX COUNTY COUNCIL MATTERS

West Sussex County Council was consulting on "Every Pound Counts" on their website and encouraged everyone to respond. They felt that the road surface conditions were getting worse and that members of the public should submit comments on this if they felt the same.

49. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing to report

50. EXEMPT BUSINESS

There was none.

The meeting closed at 7:50pm

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 20 August 2012
Representation on Lists 30, 31, 32 and 33 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
30	Ham	MA	LU/127/12	Double garage with utility Resubmission of LU/45/12	8 Mantling Road Littlehampton	No Objection
30	River	MB	LU/173/12	Retroactive planning permission for a flue extraction unit (Resubmission following LU/20/12)	46 Pier Road Littlehampton	No Objection
30	Wick with Toddington	CE	LU/179/12	Proposed rear extension	2 Condor Mews Littlehampton	No Objection
30	Brookfield	JB	LU/180/12	Single storey extension to front to provide shower room	48 Armada Way Littlehampton	No Objection
30	Brookfield	JB	LU/182/12	Outline application for 7 residential units with associated garages, parking & access	Land at The Poplars Littlehampton	**Objection:** Overdevelopment of site. Lack of amenity space/open space.
31	River	RS	LU/184/12	Construction of a breakwater	Arun Yacht Club Ltd Rope Walk Littlehampton	No Objection
31	River	RS	LU/186/12	1 No. internally illuminated fascia sign and 1 No. internally illuminated projecting sign to front elevation	Superdrug 47-49 High St Littlehampton	No Objection
32	River	RS	LU/183/12	Conversion of existing store into office space	Vernon House 10 Maltravers Drive Littlehampton	No Objection
32	Ham	MA	LU/192/12	Single storey side extension	75A Clun Road Littlehampton	No Objection

000113

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 20 August 2012
Representation on List 33

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
33	Brookfield	AG	LU/195/12	Garage conversion into additional reception room	17 The Saltings Littlehampton	No Objection
33	Brookfield	AG	LU/196/12	Proposed semi permanent single garage outside existing curtilage of property	36 The Faroes Littlehampton	**Objection:** Parking bay is not of sufficient width to accommodate a garage, therefore taking up two parking spaces. Garage would potentially block natural light of ground floor flat (No 38). Out of keeping with the area & open parking space therefore overdevlopment of the site.
33	River	RS	LU/203/12	Garage conversion for disabled relative	14 Rosemead Littlehampton	No Objection

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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 17 SEPTEMBER 2012** at **6.30PM**

Present: Cllrs Long (Chair), Ayres and Emberson
Cllr Hulmes attended as a substitute for Cllr Gammon.

2012/2013

51. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

53. APOLOGIES
Apologies were received from Councillors Gammon and Scrivener.

54. 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. No declarations were made at this stage. It was noted that the agenda item needed to change to take account of the new Code of Conduct.

55. MINUTES
The Minutes of the meeting held on 20 August 2012 (previously circulated) were confirmed as a true record subject to the following typographical amendment:

- Minute 41: Two erroneous gaps in words should be deleted in the third line
- Minute 46.4: Policy SP3 should read Courtwick rather than Courtwick Lane.

56. CHAIR'S REPORT AND URGENT ITEMS
The Town Clerk reminded Members of the training session regarding Devolved Planning that would be held on 24 September 2012. He would circulate the details again to all Members of the Council.

57. RECOMMENDATIONS from COUNCIL or OTHER COMMITTEES

There were none.

58. PUBLIC FORUM

58.1 Mr Daggett referred to the discussion at the previous meeting regarding the Local Plan. He sought clarification with regard to the reference to replacement windows in conservation areas. It was confirmed that this related to whether uPVC windows should be permitted in these areas.

58.2 Mr Daggett also commented that he was pleased to see that the history of Littlehampton had been referred to and also the focus on addressing deficits in the existing infrastructure.

59. PLANNING MATTERS

59.1 **Planning Applications – Lists 34, 35, 36 and 37**

It was **RESOLVED** that:

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

59.2 **No 12 Bus Passenger Figures**

Members received a copy of the latest bus figures for the No 12 service (previously circulated). It was commented that the figures were again down, but noted that the figures over the next few months needed to be monitored to see whether this was an emerging trend.

60. WEST SUSSEX COUNTY COUNCIL MATTERS

There were none.

61. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

62. EXEMPT BUSINESS

There was none.

The meeting closed at 7.26pm

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 17 September 2012
Representation on Lists 34, 35, 36 and 37 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
34	River	RS	LU/136/12	Change of use of pavement area in front of premises to place temporary barriers & 4 no. 700mm diameter tables & 16 no. chairs for the consumption of food & drink.	Greggs 53 High Street Littlehampton	The application would be supported if there was a condition included within the permission to address litter collection, as it was thought that much litter emanated from the premises currently and spread across the town. The other condition to the application that was identified was the need to address the point raised by Environmental Health regarding toilet facilities.
34	Ham	MA	LU/142/12	Residential development comprising 6 no. 2 bedroom flats.	Fort Road Garage Fort Road Littlehampton	**Objection:** Whilst pleased that the applicant had listened to the concerns raised previously, the Committee continues to object to this proposal. It is in the wrong area and an overdevelopment of an industrial site. There is too much heavy goods traffic immediately impacting upon the site. It is thought that if the application were to succeed, the new pavement identified in the application should join up with the pavement in the other part of Fort Road and Clun Road.

000117

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 17 September 2012
Representation on Lists 34, 35, 36 and 37 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
34	Ham	MA	LU/193/12	Proposed detached garage	75A Clun Road Littlehampton	No Objection to the application, provided that a condition is included in the permission about preserving the visibility on the junction with Fort Road.
34	Wick with Toddington	CE	LU/206/12	Rear conservatory.	177 Lyminster Road Littlehampton	No Objection
35	Ham	MA	LU/201/12	Application for approval of reserved matters following outline application LU/355/10 - access	Courtwick Lane Land S of Railway Littlehampton	**Objection:** The Town Council is concerned that the roads as set out would not meet the needs of emergency vehicles, buses, refuse vehicles, etc particularly if cars are allowed to park along the highway. It is vitally important that the lessons of Elysian Fields are learnt.
35	River	RS	LU/212/12	Replacement shop front & new security shutter	21 Beach Road Littlehampton	The Town Council has no objection to the replacement shop front, but strongly objects to the security shutter, which it believes will have a hugely detrimental impact on the area and it believes that there is no evidence that such measures are required.
35	River	RS	LU/214/12	Raise the height of the west boundary wall to the rear car park	St Catherine's Court Irvine Rd Littlehampton	No Objection

000118

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 17 September 2012
Representation on Lists 34, 35, 36 and 37 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
35	Wick with Toddington	CE	LU/215/12	Application for non-material amendment following a grant of planning permission LU/271/11 for the revised store entrance.	The Wick Site (Former Body Shop HQ) Hawthorn Road Littlehampton	No Objection
35	River	RS	LU/224/12	Single storey rear extension	32 Church St Littlehampton	No Objection
36	River	RS	LU/199/12	Install new shopfront & 1 No. externally illuminated fascia sign.	William Hill 46 High Street Littlehampton	No Objection
36	River	RS	LU/200/12	Install new shopfront. Install air conditioning.	William Hill 46 High Street Littlehampton	No Objection
36	Ham	MA	LU/218/12	Proposed development of the existing production facility including the vertical extension to enable the installation of process vessels & increasing the storage capacity of the property.	Becker Underwood Modern Moulds Business Centre Harwood Road Littlehampton	No Objection
36	Wick with Toddington	CE	LU/220/12	Retrospective planning permission for a garage store.	13 Madehurst Way Littlehampton	No Objection

000119

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 17 September 2012
Representation on List 37

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
37	Ham	MA	LU/223/12	Fitting of external wall insulation	Marden House & Heo Green Clun Road Littlehampton	No Objection
37	Wick with Toddington	CE	LU/226/12/MM	Application for minor material amendment to previously approved planning permission LU/271/11 for a revision to the petrol filling station layout	The Wick Site (Former Body Shop HQ) Hawthorn Road Littlehampton	No Objection

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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 10 SEPTEMBER 2012** at **6.30PM**

Present: Cllrs Britton (Vice-Chair in the Chair), Ayres, Belchamber MBE, Emberson, Long and Squires

2012/2013

13. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

15. APOLOGIES
Apologies were received from the Chair, Councillor Bowyer.

16. DECLARATIONS OF INTEREST
Members and Officers were reminded to make any declaration of personal and/or prejudicial interests that they might have in relation to items on the Agenda. No declarations were made at this stage.

17. MINUTES
The Minutes of the meeting held on 11 June 2012 (previously circulated) were confirmed as a true record.

18. PUBLIC FORUM
County Councillor Nigel Peters congratulated the Town Council for the fabulous Town Show and Family Fun Day at the weekend. He thanked everyone involved in delivering the event.

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

20. OFFICERS REPORT

20.1 **Server Replacement**
The Committee considered a report (previously circulated) which explained that the Town Council's server, which hosted all of the Council's networks, files and emails, was five years old in December and would run out of warranty. Two options for its replacement had been considered, with the preferred option being the replacement of the existing server with a lower-specification server to

QUALITY TOWN COUNCIL

service files and the network, whilst subscribing to Microsoft Office 365 where the email system would be hosted in the Cloud. This option was recommended by the Council's IT contractor, Fenton IT. The Town Clerk clarified the position with regard to extending the number of mailboxes and explained that the system was currently backed up outside of the Manor House building. Members were supportive of the recommendation and it was **RESOLVED** that:

1. A replacement server be purchased to hold the Council's electronic files and that the Council's email system be migrated to Microsoft Office 365 in the Cloud (Option 2).
2. The contract for this work be undertaken through Fenton IT, the Council's IT contractor.

20.2 **Project 82 Staffing Report**

The Committee considered a report (previously circulated) which was also being considered by the Community Resources Committee. It set out recent staffing changes, cover arrangements and the implications these have had on the day-to-day running of Project 82. The Clerk reported that Emma Biffi had settled in exceptionally well to her new role and that both the staff team and the young people seemed to have taken well to her. It was **RESOLVED** that:

1. The updates on new members of staff, staff departures and Worker-In-Charge cover for August be noted.
2. The proposal for 7 hours Worker-In-Charge cover for September be approved.

21. FINANCE

21.1 **Finance Report 2012/13**

The Committee considered a report (previously circulated) which highlighted significant variances from budgeted income and expenditure relating to the Committee's budget for 2012/13. In noting the report, Members asked for an update on progress with regard to the removal of the shelters at the footbridge across the river and the street lighting improvements. On the former, the Town Clerk confirmed that this would be progressed in the autumn and that approval was awaited from the County Council to progress this. No further progress had been made with the PFI contractors with regard to street lights. It was **RESOLVED** that:

The report be noted.

22. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk reported that the Section 106 and land transfer papers had not yet been signed but that this was anticipated very shortly.

23. 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.

PROPERTY AND PERSONNEL COMMITTEE

MONDAY 10 SEPTEMBER 2012

SUMMARY OF MATTERS DISCUSSED IN THE EXEMPT PART OF THE AGENDA

1. **Dairy Site**
   The Committee have agreed to make recommendations to Council regarding the future of the Dairy site and to consult those currently using the site before the meeting of Council on 27 September.

2. **Services Manager**
   Following the resignation of the Services Manager, the Committee has agreed to make recommendations to Council on 27 September to cover this vacancy through a small reorganisation of existing staff and the creation of two part-time posts.

Littlehampton
Town Council

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Town Clerk – Peter Herbert

MINUTES of a meeting of the **PERFORMANCE AND PUBLICITY OVERVIEW COMMITTEE** held in the **MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **TUESDAY 11 SEPTEMBER 2012** at **6.30PM**

Present: Cllrs Ayres (Chair), Caffyn, Hulmes, Northeast, Scrivener and Dr Walsh

2012/2013

1. **EVACUATION PROCEDURES**
The evacuation procedures were noted.

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

3. **APOLOGIES**
There were none.

4. **DECLARATION OF INTEREST**
Members and Officers were reminded to make any declaration of personal and/or prejudicial interests that they might have in relation to items on the Agenda. There were none.

5. **MINUTES**
Subject to the inclusion of Councillor Dr Walsh on the list of apologies, the Minutes of the meeting held on 1 May 2012 (previously circulated) were confirmed as a true record.
It was noted that the proposed Extraordinary meeting of this Committee that was to have been held on 12 June had not been held.

6. **PUBLIC FORUM**
No questions were raised.

7. **CHAIR'S REPORT AND URGENT ITEMS**

7.1 **Press and Media Policy**
The Town Clerk circulated a copy of a draft Press and Media Policy, which he wished to take to Council for approval on 27 September 2012. Members were invited to inform the Town Clerk of any comments they had on this Policy, which he would incorporate in the draft that was included with the papers for that Council meeting. It was **RESOLVED** that:

QUALITY TOWN COUNCIL

The comments of Members be incorporated in the draft Policy for consideration by Council on 27 September 2012.

8. OFFICER'S REPORT

8.1 First Quarter Performance Indicators Report

8.1.1 The Committee considered a report (previously circulated) setting out the Performance Indicators for the first quarter of 2012/13. In response to a question, the Town Clerk explained that a report had been considered by the Planning and Transportation Committee regarding the lower figures for passenger usage of the No.12 bus (Performance Indicator PI32 refers). It had been reported at that Committee that the figures were perhaps down because of weather and other major national events. It was thought that the target that had been set for the year had shown an increase on the figure for 2011/12.

8.1.2 The Town Clerk would investigate the attendance figures for Councillor Scrivener, to confirm their accuracy. Subject to this, it was **RESOLVED** that:

The report be noted.

8.2 Suggested Amendments of Performance Indicators

8.2.1 The Committee considered a report (previously circulated) which set out proposed changes to the Performance Indicators as a result of the internal audit report and a meeting between the Chair of the Committee and the Services Manager. The Town Clerk went on to explain that he thought that the Indicators that remained were of little value and explained that perhaps more useful additional information could be obtained by asking those officers in charge of a service to identify one significant and easily-collectable Performance Indicator each. This would then be incorporated into a draft set of Performance Indicators for the next meeting. This was supported.

8.2.2 In response to a question, the Town Clerk agreed to provide service committees, as part of the budget cycle, with the Performance Indicators that were relevant to the services under their control, so that these could influence budgetary decisions. The Town Clerk also briefly explained the proposed changes to the Committee as a result of the discussions at the Policy and Finance Committee on the previous week. These would be discussed at Council on 27 September 2012. It was **RESOLVED** that:

The report be noted.

8.3 Distributing and Promoting Progress Newsletter

8.3.1 The Committee considered a report (previously circulated) which set out recommendations from the Progress Editorial Board regarding maximising the distribution of the newsletter and continuing ways of providing value for money. These related to providing copies of the newsletter to traders in the town, including provision of "bins/holders" to hold a small supply in local shops and also referred to a very competitive quote for the delivery of the newsletter, which needed further exploration. On the question of the distributor, it was commented that the current provider was reliable and that there were concerns about the ability of the potential new provider of this service to

achieve this within the timescales required by the Town Council. However, it was noted that further investigation was needed.

8.3.2 Councillor Hulmes went on to express his concerns about the Progress newsletter, particularly on a financial basis. He wanted to have another look at why we needed Progress, which he believed was not well-received by the public. He stated that it did not satisfy the need of the Council, nor generate income. He thought that there were other media, including the Littlehampton Gazette that could carry this message and believed that the newsletter repeated a lot of material otherwise available. He therefore moved that a recommendation be put before Council suggesting that the publication was at the end of its life and should be withdrawn.

8.3.3 In seconding the motion, Councillor Scrivener stated that he was also concerned about Progress. Whilst he understood the good intentions, he believed that many copies were left unread and many people did not read it. He stated that it cost £18,000 to produce and wondered whether this was money well-spent. He accepted the need for an annual report but stated that a four-times-a-year publication was not necessary and indeed was a waste of money. He questioned whether the Quality Council certification was important and stated that it should be ditched if it saved money.

8.3.4 The Town Clerk suggested that he could produce a report addressing the issues raised for consideration at an Extraordinary meeting of the Committee. He thought that it would be helpful if Members had this information before them when considering this matter. However, it was agreed that the motion should stand as it was.

8.3.5 Responding to the motion, it was commented by other Members that they believed the newsletter was well-received and was a prime means of demonstrating to the public the activities of the Council. Whilst valuing the Gazette's coverage, it was noted that it only had a limited circulation within the town. The newsletter had won awards and it was also stated that the Quality Council badge was not only a good benchmark for the Council to work to, but had also generated some funds.

8.3.6 Reference was also made to the 2011 consultation on the newsletter, where it had been stated that 87% of the respondees found out about the Town Council's activities from Progress; that 73% liked to find out about what was happening in the town from Progress and that 85% liked having Progress delivered to their door. It was also commented that some 55% of the respondees would like local advertisements. This would help to keep the cost of the publication down.

8.3.5 It was also commented by a Member that she believed that the quality of the newsletter had deteriorated from when she first joined the Council.

8.3.6 The matter was put to the vote and, on the casting vote of the Chair, the motion was lost.

8.3.7 The Town Clerk explained that at the request of any Member of the Committee he would prepare a paper relating to an item within the portfolio of that Committee's responsibilities. As a result of the discussions at this meeting, he would prepare a report looking at all these issues for the next meeting of the Committee.

8.3.8 The Committee then turned back to the original recommendations and agreed not to progress the acquisition of bins/holders for Progress newsletters at this

time. However, the other two recommendations were approved and it was **RESOLVED** that:

> ***The exploration of additional distribution to town traders of the newsletter be agreed and that the further exploration of costs for delivery services be approved.***

9. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk had no further updates.

10. EXEMPT BUSINESS

There was none.

The meeting closed at 7.20pm.

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential: Council

Date: 27 September 2012

Report by: Town Clerk

Subject: Press and Media Policy

1. Background and Summary

1.1 Attached as an Appendix to this report is a draft Press and Media Policy. This sets out a clear framework for working with the media. It should be reviewed in twelve months.

2. Recommendations

Council is RECOMMENDED to:

1. Approve and adopt the Press and Media Policy
2. Ask the Policy and Finance Committee to review this in twelve months.

3. Financial Implications

There are none.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Press and Media Policy

1 INTRODUCTION

1.1 The purpose of this policy is to define the roles and responsibilities within Littlehampton Town Council Council (known as "the Council") for working with the press and media (known as "the media") and deals with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2 KEYS AIMS

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 THE LEGAL FRAMEWORK

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:-

- "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."

- "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented

clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."

- "Publicity should not attack, nor appear to undermine, generally accepted moral standards."

- "Local authorities should not use public funds to mount publicity campaigns who primary purpose is to persuade the public to hold a particular view on a question of policy."

3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.

3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's Proper Officer, who may seek legal advice, before any response is made.

3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although approved Member contact details are in the public domain), disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Town Clerk before any response is made to the media.

3.6 Copyright restrictions should be followed at all times.

4.0 CONTACT WITH THE MEDIA

4.1 When responding to approaches from the media, the Mayor should be the authorised contact with the media in consultation with the Town Clerk. However, if the subject of an enquiry relates to the work of one of the Council's Committees, the Mayor may delegate the authorised contact role to the Chair of that Committee.

4.2 Statements made must reflect the Council's opinion.

4.3 Other Councillors can talk to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council.

4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to

correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

4.5 Letters representing the views of the Council should only be issued by the Town Clerk, with the, agreement of the Town Mayor or relevant Committee Chair. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Town Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.

4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS

5.1 Agendas and minutes of meetings will be supplied to media outlets together with dates of meetings being available on the Council's website.

5.2 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.

5.3 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.

5.4 Any filming or taping of Council or Committee proceedings by the media is prohibited by Standing Orders. Any requests to waive such Standing Orders should be submitted to the Town Clerk who will progress this matter in line with Standing Orders.

6 ELECTIONS

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The Code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

- "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chair of a Committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided."

- "Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by

an individual councillor which are relevant to their position and responsibilities within the Council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."

- "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election."

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 PRESS RELEASES

7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2 Any Officer or Member may draft a press release, however they must all be issued by the Town Clerk or his nominated deputy for these purposes following agreement by the Chair of the Council or relevant Committee in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

8 NOTICES

8.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Town Clerk through designated officers.

8.2 The Council notice boards will be used for the advertising of agendas, minutes and other council information.

9 URGENT SITUATIONS

9.1 In the case of an urgent letter or press release being required, this may be issued by the Town Clerk with the agreement of the Mayor or relevant Committee Chair.

9.2 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:

a) the Deputy Mayor of the Council may act in the absence of the Mayor;

b) the Vice Chair of a Committee may act in the absence of the Chair;

c) the Town Clerk may act in the absence of the Vice Chair of the Council or a Committee; and

d) the Deputy or Assistant Town Clerk may act in the absence of the Town Clerk

10 SOCIAL MEDIA

10.1 All Members should take cognisance of the Code of Conduct when using Social Media and also be mindful of the previous sections of this policy, particularly paragraph 4.5.

11 TECHNICAL ISSUES

11.1 Where a matter is particularly technical the Mayor, Committee Chair or Town Clerk may delegate a communication to a specialist officer, having always cleared this with the Town Clerk.

12 PROCEDURAL GUIDANCE

12.1 Procedures for the use of the Internet, Facebook and other media should be followed at all times.

LITTLEHAMPTON TOWN COUNCIL

Non Confidential

Committee: **Council**

Date: **27 September 2012**

Report of: **The Town Clerk**

Subject: **Stage by the Sea**

1. Summary

1.1 This report outlines the current position in relation to the Stage by the Sea project and seeks authorisation from Council to proceed to the next phase

2 Recommendations

Council is recommended to:

i) Authorise the first stage payments of £20,000 for the design and engineering works for the project

ii) Agree that the 'Stage by the Sea' project proceeds to the next phase at a total cost of £85,000 (balance of £65,000)

iii) Authorise officers to progress planning permission and land transference and/or lease arrangements

3 Background

3.1 The principle of setting aside a maximum of £40,000 from earmarked reserves and the 2012/2013 budget for the delivery of a jubilee bandstand or similar structure was approved at the Community Resources Committee meeting in October 2011

3.2 The Town Clerk was instructed to liaise with Arun District Council with regard to:

- Agreement for the use of the site at Banjo Road.
- Any contribution the District Council might make to the project
- Agreeing a design that is acceptable to both parties, after approval by the Town Council.

3.3 Following this a meeting was held with Parks & Greenspaces at Arun District Council on the 8th November to ascertain whether the District would agree the use of the Banjo Road site and if so what type of design for the bandstand would be appropriate.

3.4 The District Council were fully supportive of the project and at the meeting it was agreed that the Town Council would investigate designs for a bandstand for consideration by both authorities.

3.5 At the CRC meeting in December 2011, Members recommended that a Working Party of three Members was established to agree design criteria.

This working party comprised Cllr Emma Neno, Cllr Joyce Bowyer and Cllr Dr James Walsh who Chaired the group

3.6 Arun District Council offered funding of £30,000 towards the project and District Councillor Norman Dingemans was invited to represent the District on the Working Group.

3.7 An application to WSCC 'Members Big Society' Fund was successful, bringing another £15,000 towards the project.

3.8 Based on a total budget of £85,000 the Working Group invited 'Expressions of Interest' to deliver a 'Stage by the Sea' and 24 submissions were received. The Working Group supported by a technical expert interviewed 6 shortlisted candidates and unanimously selected a preferred contractor to take the project forward.

3.9 The preferred contractor BFLS delivered a presentation to Members at an informal meeting of Council on the 1st August

3.10 The Working Group asked BFLS to consider a number of design & build points in any scheme that they develop and to also consider the additional points raised by Members at the informal Council meeting. These were as follows:

- Design to be delivered within budget of £85k
- North facing stage and south facing shelter
- The structure should have triple phase power
- Raised platform to approx 600mm
- Possible cavity for storing risers and services
- Preferred materials – spray concrete coated in anti-graffiti lacquer
- Walkway and/or steps on top (steps to have breaks in run to deter skateboarding)
- Uplighters on top surface
- Bench in shelter side
- Completion by start of summer season

and

- Proper consultation with key stakeholders is essential
- Health and safety and potential anti-social behaviour should be considered
- Materials should be in keeping with the local environment
- Design must fit with surrounding architecture both old and new
- Landscaping of surrounding environment should be of matching quality i.e. first class
- It must also work as a shelter
- Management of future events needs further discussion

3.11 The informal Council meeting on 1st August was followed by a meeting of key stakeholders. Attendees were very enthusiastic about the early concept designs and expressed the hope that the Town Council would proceed as quickly as possible to ensure delivery of the project for the next summer season.

4 Current position

4.1 The contractors (BFLS) were asked to deliver an indicative programme of works and a cost plan to ensure the Town Council requirements could be incorporated into the scheme, in time and on budget. (Copies attached. The

indicative cost plan shows a total of £85,100 which is £100 over the current budget but this will be adjusted within the contractual agreement).

4.2 A meeting has been arranged with key officers from Arun District and the contractor to ensure the design concepts, fit with the working arrangements of Banjo Road e.g. parking, planning, environmental health, event management, parks etc.

4.3 Following this meeting and subject to Town Council approval the concepts will be developed as instructed and a planning application submitted. To ensure completion by the next summer season the application needs to be submitted by the beginning of November.

4.4 The contractor (BFLS) has had preliminary meetings with engineers to confirm the viability of the scheme. These have been very positive and they are waiting our instruction to move to the next stage of the project.

5. Finance

5.1 A total of £40,000 has been assigned to this project from earmarked reserves and current year budget. The first phase payments for the design and engineering of the project are now due (£20,000) and a draft agreement has been prepared which subject to Council approval will authorise staged payments for the full amount of £85,000.

5.2 An 'Agreement for Use of Commuted Sum Payment' has been signed on behalf of Arun District Council to release the funding of £30,000 for the project.

5.3 The application to the West Sussex County Council 'Members Big Society' fund for £15,000 has been approved and has been paid to the Town Council.

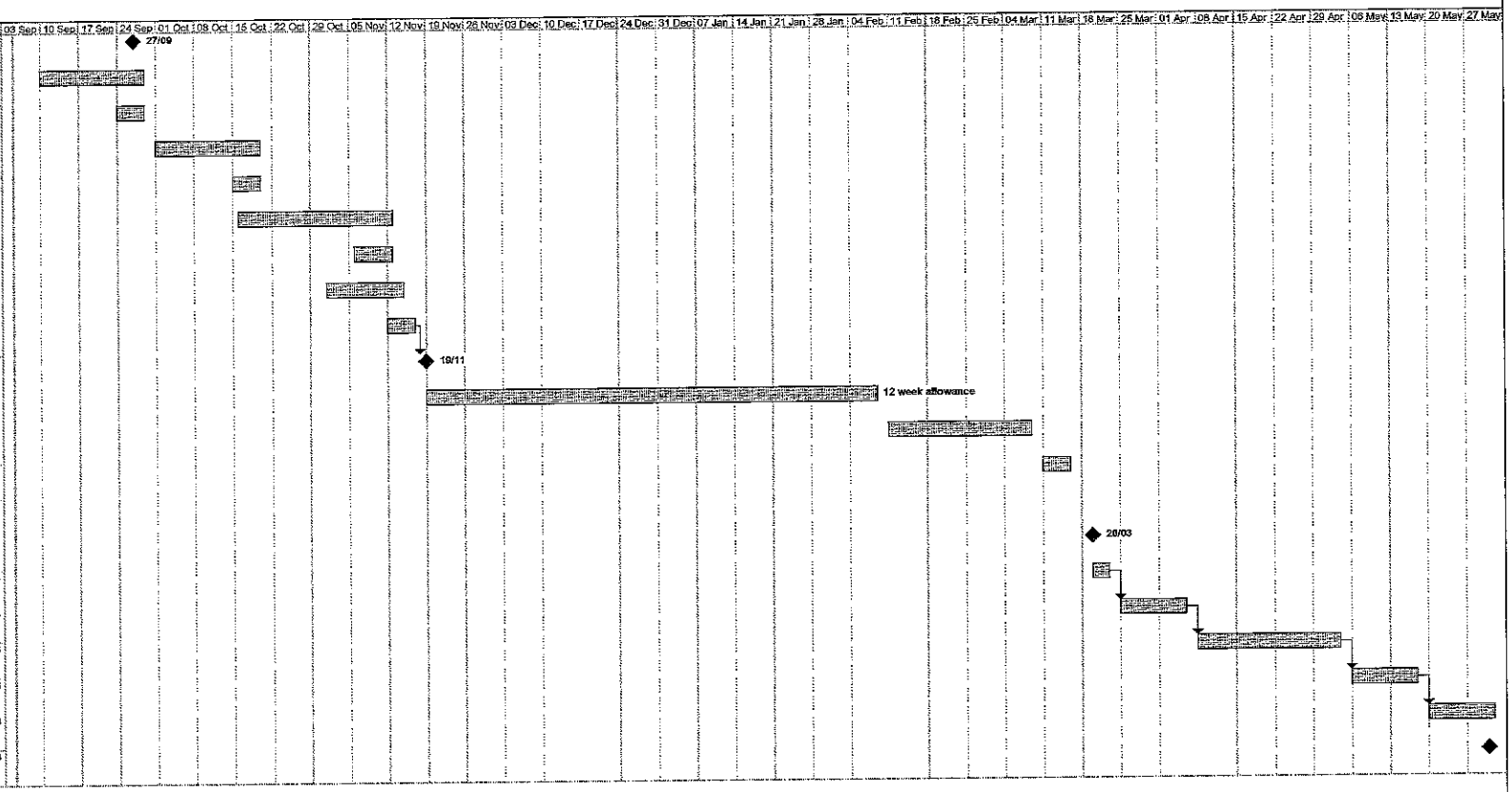
Appendices

1 Indicative program
2 Indicative cost plan

Peter Herbert
Town Clerk

Littlehampton - A Stage by the Sea.

ID	Task Name	Duration	Start	Finish
1	Council Presentation	0 days	Thu 27/09/12	Thu 27/09/12
2	Preliminary design	15 days	Mon 10/09/12	Fri 28/09/12
3	Costing I	5 days	Mon 24/09/12	Fri 28/09/12
4	Secondary design	15 days	Mon 01/10/12	Fri 19/10/12
5	Costing II	5 days	Mon 15/10/12	Fri 19/10/12
6	Design development	20 days	Tue 16/10/12	Mon 12/11/12
7	Costing III	5 days	Tue 06/11/12	Mon 12/11/12
8	Public Consultation	10 days	Thu 01/11/12	Wed 14/11/12
9	Pre Planning documentation	5 days?	Mon 12/11/12	Fri 16/11/12
10	Planning submission	0 days	Mon 19/11/12	Mon 19/11/12
11	Planning	60 days	Mon 19/11/12	Fri 08/02/13
12	Production information	20 days	Mon 11/02/13	Fri 08/03/13
13	Tender	5 days	Mon 11/03/13	Fri 15/03/13
14				
15	Appoint contractor	0 days	Wed 20/03/13	Wed 20/03/13
16	Site mobilisation	3 days	Wed 20/03/13	Fri 22/03/13
17	Footings	10 days	Mon 25/03/13	Fri 05/04/13
18	Reinforcement	20 days	Mon 08/04/13	Fri 03/05/13
19	Skin	10 days	Mon 06/05/13	Fri 17/05/13
20	Finishes	10 days	Mon 20/05/13	Fri 31/05/13
21	Handover	0 days	Fri 31/05/13	Fri 31/05/13



Project: Littlehampton Program
Date: Wed 05/09/12

Task — Progress — Summary — External Tasks — Deadline
Split — Milestone — Project Summary — External Milestone

0001138

Schedule : **Cost Plan**

Title: CP_02 Gunnite

Project: Littlehampton 'Stage by the sea'

Proj No.: REF

Date : 07.09.12 - rev 00

BFLS
66 Porchester Road
London W2 6ET
T : 020 7706 6166
F : 020 7706 6266

Table 01: Costs

Item no	Description	Quoted		Total
F1	Architect	£10,000.00		£10,000.00
F2	Engineer	£10,000.00		£10,000.00
F3	Quantity Surveyor			£0.00
Total		**£20,000.00**		**£20,000.00**

Table 02: Elemental summary

Item no	Description	allowance		Total
E1	Piling	£5,000.00		£5,000.00
E2	Groundbreams	£4,500.00		£4,500.00
E3	RC Super structure	£33,300.00		£33,300.00
E4	Services (Inc. commisioning)	£1,000.00		£1,000.00
E5	Enclosures, decking and fit out.	£5,000.00		£5,000.00
E6				
E7				
E8				
E9				
E10				
Total		**£48,800.00**		**£48,800.00**

Table 03: Other

Item no	Description	allowance		Total
C1	Contractors prelims / profits/ etc ...	£10,000.00		£10,000.00
C2	Contingincy	£6,300.00		£6,300.00
Total		**£16,300.00**		**£16,300.00**

Totals		**£85,100.00**		**£85,100.00**