

**MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 20 FEBRUARY 2012 at 6.30PM**

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

**2011/2012**

**48. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**49. 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.

**50. APOLOGIES**

Apologies were received from the Chair, Councillor Britton.

**51. 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.

**52. MINUTES**

The Minutes of the meeting held on 12 December 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

**53. PUBLIC FORUM**

No questions were raised by members of the public.

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

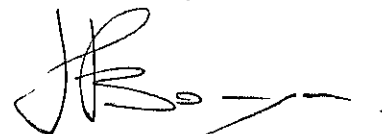
There were none.

**55. OFFICERS REPORT**

**55.1 Staff Sickness Report**

The Committee considered a report (previously circulated) which set out staff sickness records for the full years 2001-2011 and quarters 1-3 of 2011/2012. It was **RESOLVED** that:

**The report be noted.**



## 55.2 Information Technology & Telecommunications Policy

The Committee considered a report (previously circulated) which set out proposed amendments to the Information Technology and Telecommunications Policy. The summary of the amended paragraphs was attached as Appendix 1 to the report and it was **RESOLVED** that:

**The amended Information Technology and Telecommunications Policy be approved.**

## 55.3 Anti-Harassment & Bullying Policy

The Committee considered a report (previously circulated) which sought to amend the Anti-Harassment and Bullying Policy agreed by Committee on 1<sup>st</sup> June 2010. The changes had been made to reflect advances in internet technology and social networking. It was **RESOLVED** that:

**The amended Anti-Harassment and Bullying Policy be approved.**

## 55.4 Street Lighting

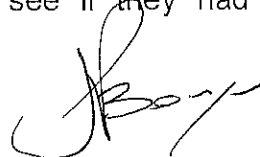
55.4.1 The Committee considered a report (previously circulated) which explained that the County Council, under their PFI Agreement, were looking to replace many of the street lights in the Town, including the 31 street lights owned by the Town Council. There were a number of issues that the Town Council had been asked to consider including the style of any new lights that it wanted and whether they should be upgraded to allow for County Council adoption. There could be costs associated with this, which the Town Clerk would investigate.

55.4.2 Members were supportive of progressing this and asked that consideration be given to sympathetic design in conservation areas and also to the provision of reflectors to push light down on to the street, thereby cutting light pollution and hopefully making the lights more efficient. In the ensuing discussions, it was commented that the lighting columns in Norfolk Place should be black, but the paint had fallen off. The Clerk would report this. It was **RESOLVED** that:

**The Town Clerk be instructed to investigate the costs of bringing the Town Council's street lights up to the standard required for adoption by the County Council and also to include in that work the points raised by Members above.**

## 55.5 Shelters on either Side of Footbridge

The Town Clerk reported orally that he had now determined that the shelters on either side of the footbridge had been paid for by the Town Council. Members believed that these were no longer serving any useful purpose and indeed were an eyesore and asked the Town Clerk to liaise with the District Council to see if they could be removed. The Clerk also stated that he would consult local neighbours to see if they had any issues with this proposal. It was **RESOLVED** that:



The Town Clerk be instructed to investigate with the District Council the possibility of removing the shelters and also consult local neighbours.

56. **FINANCE**

56.1 **Finance Report 2011/12**

The Committee considered the latest periodic finance report for 2011/12 for the Property and Personnel Committee (previously circulated) and **RESOLVED** that:

The report be noted.

57. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Town Clerk reported that the Morrisons planning application had now been approved by the District Council's Development Control Committee and that the North Littlehampton Steering Group had discussed the emerging proposals for the Lyminster by-pass.

58. **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.


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

59.1 **Southfields Community Centre**

The Committee considered a report (previously circulated to Members of the Council only) which updated Members on the progress towards the delivery of the community centre on Southfields Recreation Ground and also sought a recommendation that would be considered by Council for a name for that building. It was **RESOLVED** that:

In noting the current position, Council be RECOMMENDED to call the new community centre, Southfields Jubilee Hall.

The meeting closed at 7.03pm

  
CHAIR