



**MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on 24 OCTOBER 2011 at 6.30PM**

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

**2011/2012**

**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 the Chair (Councillor Britton) and Councillor Squires.

**28. 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. Councillors Bowyer and Emberson declared personal interests as Members of Arun District Council with regard to the item on the Southfields Community Centre.

**29. MINUTES**

The Minutes of the meeting held on 6 September 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

**30. PUBLIC FORUM**

There were no members of the public present.

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

There were none.

**32. OFFICERS REPORT**

**32.1 Southfields Community Centre**

The Town Clerk reported that the work to deliver the community centre on the Southfields Recreation Ground was progressing to programme.

**33. MASTERPLAN – NORTH LITTLEHAMPTON**

The Clerk and Chair reported on the meeting of the North Littlehampton Steering Group where there had been significant discussions on the draft Section 106 Agreement for North Littlehampton, particularly focusing on whether there was a need for a contribution towards a travel plan and the Library and also on the need for affordable housing. The current position was noted.

**34. 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.**

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

**35.1 Youth Services/Project 82**

The Committee considered a report (previously circulated to Members of the Council only) which set out a proposed way forward for the delivery of youth services by the Town Council for approval by three of the Town Council's Committees. This Committee had been asked to consider the proposed staffing arrangements and the use of more than one location for the delivery of services. Members strongly supported the report and it was **RESOLVED** that:

**The staffing arrangements as set out in paragraphs 3.4 – 3.6 of the report be approved and similarly that the use of more than one location for the delivery of services also be approved.**

**35.2 Church Street Offices/Community Centre**

The Town Clerk reported that no response had been received from the District Council at this time.

The meeting closed at 6.42pm

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CHAIR