



Committee Manager: Carrie O'Connor (Ext: 37614)

26 September 2018

LITTLEHAMPTON REGENERATION SUB-COMMITTEE

A meeting of the Littlehampton Regeneration Sub-Committee will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton on **Wednesday 10 October 2018 at 6.00 p.m.** and you are requested to attend.

Members: Councillors Bicknell (Chairman), Dingemans (Vice-Chairman), Mrs Ayres, Buckland, Cates, Mrs Neno, Mrs Porter, Dr Walsh and Warren.

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. MINUTES

To approve as a correct record the Minutes of the meeting of the Subcommittee held on 14 June 2018 (attached).

4. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5 LITTLEHAMPTON REGENERATION POSITION STATEMENT

To receive and note the Position Statement.

EXEMPT BUSINESS

The Subcommittee is asked to consider passing the following resolution: -

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of the business on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

6 LITTLEHAMPTON TOWN CENTRE MANAGEMENT [Exempt – Information Relating to an Individual and Information Relating to Business Affairs]

To consider the attached report.

(Note: *Indicates report is attached for all Members of the Subcommittee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or via the web at www.arun.gov.uk).

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Chairman and/or relevant Lead Officer in advance of the meeting).

Subject to approval at the next meeting

LITTLEHAMPTON REGENERATION SUBCOMMITTEE

14 June 2018 at 6.00 pm

Present: - Councillors Bicknell (Chairman), Blampied, Cates, Mrs Neno, Mrs Porter, Dr Walsh and Warren.

Councillor Ambler was also present at the meeting.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Mrs Ayres and Dingemans.

2. DECLARATIONS OF INTEREST

The following declarations of interest were made:-

- Councillor Dr Walsh declared his standing personal interest as a member of Littlehampton Town Council and West Sussex County Council.
- Councillor Warren declared a personal interest as a member of Littlehampton Town Council.

3. MINUTES

The Minutes of the meeting held on 7 February 2018 were approved as a correct record by the Subcommittee and signed by the Chairman.

4. START TIMES

The Subcommittee

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 6.00 p.m.

5. LITTLEHAMPTON TO ARUNDEL CYCLE PATH FEASIBILITY

The Economic Regeneration Officer presented this information report which set out the reasoning for starting work on a planning report for a tourism and leisure cycle path on the western edge of the River Arun between Littlehampton, Ford and Arundel. £70,000 had successfully been secured through the Strategic Investment Fund to contribute towards the Council progressing the scheme to the necessary planning application phase. The

Subject to approval at the next meeting

proposed cycle route was supported in the Arun Local Plan and this would be the first stage in developing the scheme.

In consideration of the matter, it was questioned as to the value of spending money on a feasibility study before knowing what such a scheme was likely to cost. However, officers explained that unless this preliminary work was carried out the Council would not be in a position to evaluate a realistic reflection on how much the actual scheme was like to cost to delivery. Advice was given that the ground work had to be done prior to being able to progress the matter as that would provide the evidence and financial figures as to whether it would be viable to proceed with the scheme. In addition, to successfully apply for external funding it was an essential requirement that schemes should be fully developed and prepared for delivery.

Discussions would be undertaken with landowners, stakeholders, user groups, West Sussex County Council, the Environment Agency and the relevant Town and Parish Councils.

As the map provided in the agenda was black and white, it was agreed that a colour map would be sent out to the Subcommittee following the meeting.

The Subcommittee noted the report.

6. LITTLEHAMPTON REGENERATION POSITION STATEMENT

(During consideration of the following item, Councillor Dr Walsh redeclared his personal interest and remained in the meeting

Councillor Bicknell also declared an interest as an employee of Southern Water as there was a brief discussion about flooding. He stated that he worked in the clean water side of the organisation and, as such, remained in the meeting but took no part in the discussion.)

In receiving and noting the Position Statement, particular discussion took place on the following:-

- **Littlehampton Town Centre Public Realm Scheme** – The Economic Regeneration Officer to provide to Members estimated figures for the two phases following the meeting, these being (i) Littlehampton Train Station to Arundel Road Roundabout and (ii) Littlehampton High Street.
- **Littlehampton Seafront Public Realm Design Scheme** – Discussion took place on the proposals for Pier Road and a concern was raised that all interested parties must be involved in the consultation process. An assurance was given that all relevant parties would be included in consultation and discussions.
- **Town Centre Safety** – Members participated in a detailed discussion on this matter and expressed serious concerns that a “sticking plaster” approach was being taken rather than dealing with the antisocial behaviour of the local youths with a long term plan. Meetings had

Subject to approval at the next meeting

been and were being held with all the relevant agencies and it was agreed that a request would be made for information to be shared with Members. In addition, it was felt that the Council's Community Safety Team should be approached and asked for their input and feedback on the situation.

- **Town Traders Partnership** – concern was expressed at the recent flooding event that had occurred at the end of May in the town and advice was given that the relevant agencies were meeting to discuss the matter. A further concern was expressed with regard to the number of ad hoc planning applications whereby retail units were being converted to residential use. The Group Head of Economy advised that that could be done under permitted development rights without necessarily going through the planning process but it was something that could be looked at and she would be happy to work with the Town Council on the matter.
- **Markets & Events** – Sussex Day on 16 June 2018 would be marked by a series of entertainment events in the vicinity of the Dolphin Public House. A request was made for the Town Centre Manager to liaise with the market organisers to ensure traders were not using the disabled parking spaces on market days.
- **Littlehampton Enterprise Hub** – information would be circulated to Members shortly and a request was made that the Town Council be included in that circulation. The Subcommittee would be invited to tour the facility in the near future.
- **Littlehampton Town Centre Management** – a report would be presented at the Subcommittee meeting in October relating to the cessation of the Town Centre Manager's post in March 2019 and arrangements for the continued support of the town.
- **North of Littlehampton Public Art Project** – a request was made that the Town Council be included in discussions.
- **Gigabit West Sussex** – It was emphasised that this first phase of the project was only for public buildings.
- **One Public Estate** – a query was raised with regard to the large proportion of social housing that had been scheduled to be developed on land abutting Littlehampton Academy and what was happening at the site. The Group Head of Economy stated that she would pass that over to the Group Head of Residential Services for response as that was within her remit.

(The meeting concluded at 7.10 pm)

Littlehampton Regeneration Position Statement – 10th October 2018	
Project	Update Information
Littlehampton Town Centre Public Realm Scheme	<p>The council submitted an application for Round 5 of the Coastal Communities fund for 2 phases of the Littlehampton town centre public realm scheme. Although we were expecting a decision as to whether or not we would be invited to the 2 Stage in July we are still awaiting an announcement and will advise the committee accordingly.</p> <p>The two phases applied for are:</p> <p>Phase 1 - Littlehampton Train Station to Arundel Road Roundabout</p> <p>Phase 2 - Littlehampton High Street</p>
Town Centre Safety	<p>JE meeting with Police and Community Safety on 28 September to discuss continuous role of the Business Wardens and support offered by Town Centre Manager.</p> <p>Youth found guilty of stabbings in the High Street given a non-custodial sentence on basis of continuous support given by Youth Offending Services.</p> <p>Town Centre Manager continues to work with traders, the Police, ADC, LTC and other stakeholders in promoting initiatives to combat anti-social and criminal behaviour in the town centre.</p> <p>Town Centre Manager continues to support Littlehampton Shopwatch and is investigating funding support to upgrade Shopwatch radios from analogue to digital.</p> <p>New and upgraded CCTV has been installed in the Town Centre and other locations. There isn't an increase in the number of CCTV cameras, but the picture quality is of a much clearer and higher definition and this should assist in detection of crime in the district.</p>
Town Traders Partnership	<p>The Traders Partnership is trialling a series of themed but informal breakfast meetings. An opportunity for networking and meeting other stakeholders, the initial breakfast meetings are being held at Café 72.</p> <p>A General meeting of the Traders Partnership is to be held in November 6 at Littlehampton Town Council. An Annual General Meeting will be held at the Civic Centre in March 2019 (date to be fixed).</p> <p>The Traders Partnership continues to raise concerns with a number of agencies concerning crime and safety in the town centre.</p>
Markets & Events	<p>Kids Fun Days held on every Wednesday in August were very successful and well attended – helped greatly by the weather. Subject to funding, the event is now an annual fixture in town</p>

	<p>centre events.</p> <p>A special Artisan Market has been organised for 27 October as fundraiser for the Bonfire Society.</p> <p>A series of festive markets have been organised for every Saturday in December leading up to Christmas.</p> <p>Subject to continued funding for the post of Town Centre Manager, a question mark hangs over the viability of the Artisan Market in 2019 and beyond. This is due to the cost of the street trading consent of the market held by the town centre manager being raised from under £300 to £1850.</p> <p>The Town Centre Manager will be supporting the Town Council as liaison to retailers for the Christmas Lights Switch-On event at the end of November.</p>
<p>New Café and Watersports venue</p>	<p>Legal agreements are progressing and should be finalised soon.</p> <p>Building works are expected to start soon after.</p>
<p>Tour of Littlehampton Enterprise Hub</p>	<p>The Littlehampton Enterprise Hub opened in August. The Centre provides a range of office space for rent along with two meeting rooms for hire by the hour, half day or day and a mailbox service.</p> <p>Once the headquarters of the Bodyshop, Biz Space has refurbished the two-storey building into an innovative community hub for Littlehampton's small businesses and start-ups.</p> <p>The building contains 82 offices ranging from 132 – 427 sq. ft.</p> <p>The Centre benefits from a customer lift, a dedicated centre manager, barrier-controlled parking and key fob access along with several breakout areas.</p> <p>Members tour arranged for 6:00 p.m. on 23rd October.</p>
<p>Littlehampton Town Centre Management</p>	<p>Littlehampton Town Centre festive promotions campaign includes a Spirit FM radio campaign. This has worked successfully in previous years and has been well supported by traders. Subsidised by the Littlehampton Traders Partnership, Littlehampton independent businesses can pay a nominal amount to be included in the campaign. Other elements will include social media promotion as well as festive lamp post banner and poster campaign.</p> <p>A number of retail training events are taking place in Civic Centre. Free to Littlehampton traders and other independent businesses, the purpose of the training to help traders sustain and potentially grow their business. The next session on 23rd October covers customer service and care.</p>

	<p>A proposal for continued funding for the post of Littlehampton Town Centre Regeneration Officer has been approved in principle by the Corporate Management Team.</p> <p>Littlehampton traders are being encouraged to submit applications to the Arun Business Partnership Awards 2018. Last year we had great representation from Littlehampton, with Angel White, L.Guess Jewellers, the Littlehampton Musical Comedy Society, Mewsbrook Café and Littlehampton Bonfire Society just some of the businesses and organisations from Littlehampton picking up awards.</p> <p>Shop Front Grants being marketed to independent businesses in Littlehampton. Up to £2,000 match funding is on offer for independent retailers towards shopfront improvements.</p> <p>There have been mixed fortunes for businesses in town centres with retail increasingly under pressure from on-line shopping. Nationally the figures are bleak with one estimate of 11,000 stores closing in 2018 across the UK. Although figures might vary, the general consensus from industry experts is that 2018 is as severe if not more so than 2017.</p> <p>The opticians in Littlehampton Arcade have been replaced by a Tattoo Parlour. The Vintage Rock shop in Church Street has been taken over by a new florist. Unfortunately the new Pie and Mash Shop in the High Street closed after operating for less than a month. Interest has been shown for the former HSBC and also the new unit at the junction of the High Street and Terminus Road (part of the Hyde Housing scheme), but unclear if they will be occupied soon. The former Natwest building in the High Street is subject to a purchasing enquiry but details are not available.</p> <p>The option to set up a Business Improvement District (BID) was discussed with the Traders Partnership board. This is a scheme by which business ratepayers vote at a legally binding referendum to raise a BID levy to be used for town centre initiatives as described in a BID Proposal. Although the majority of the traders' board are supportive, concerns have been raised about the amount of levy that a Littlehampton Town Centre BID could raise.</p>
<p>North of Littlehampton Public Art Project</p>	<p>Persimmon Homes have appointed a Designer who will work with the council to devise an art scheme.</p>
<p>Gigabit West Sussex</p>	<p>The Gigabit West Sussex project (funded by the Department for Digital, Culture, Media and Sport) and led by WSCC to install superfast gigabit fibre broadband is progressing very well. Specific public buildings in Bognor Regis will receive the first phase of installation followed by Littlehampton later this year.</p> <p>The project is on course to be delivered by March 2019. Arun is currently working with WSCC and their delivery partners to ensure all relevant information is provide on time.</p>

Business Awards	The Arun Business of the Year Awards have been launched and entries are starting to come in. The entry deadline is 21 st October and the Award Ceremony takes place on 15 th November at Butlins. Our headline sponsors are, once again, Rolls Royce Motor Cars and each of the 16 categories is sponsored by a local business.
Statement on the Look & Sea Centre	Report is being prepared for Cabinet on the 15 th October regarding the options for going forward.