



MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 8 SEPTEMBER 2011 at 6.30PM

Present: Cllrs Bowyer (Chair), Charles, Long, Dr Walsh and Weston
Cllr Squires attended as a substitute for Cllr Northeast

2011/2012

15. EVACUATION PROCEDURES

The evacuation procedures were noted.

16. 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.

17. APOLOGIES

Apologies were received from Councillors Neno and Northeast.

18. 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. Councillor Squires declared a personal interest with regard to the Allotments Working Group minutes and a personal and prejudicial interest with regard to the item on plot fees within those minutes. Councillor Squires and Dr Walsh also declared a personal interest with regard to the item on the Ferry as they were members of the Littlehampton Harbour Board.

19. MINUTES

The Minutes of the meeting held on 23 June 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

20. CHAIR'S REPORT AND URGENT ITEMS

20.1 Future Services to Young People in West Sussex

The Clerk had previously circulated copies of a consultation paper which also included a questionnaire regarding a further review of youth support and development services at the County Council. It was noted that the consultation end date was the 14th October and on this basis a response was delegated to the Town Clerk in consultation with the Chair. Members were asked to forward to the County Council any individual comments they might have and also inform the Clerk of any thoughts on this matter so that he could respond accordingly. It was therefore **RESOLVED** that:

The Clerk be given delegated authority to respond to the consultation paper, in consultation with the Chair.

21. PUBLIC FORUM

Mrs Carol Humphrey sought clarification of Minute 8 of the Allotment Working Group notes. The Clerk was able to confirm that the discussion relating to the Town Show was relevant to both 2012 and 2013 and would amend the draft notes accordingly.

22. ALLOTMENT WORKING GROUP

(Councillor Squires took no part in the discussions regarding plot fees).

- 22.1 The Committee considered the notes of the Allotments Working Group held on 1 September 2011 (previously circulated). In noting the discussions, Members considered the one recommendation and **RESOLVED** that:

Plot fees for allotments be increased to £6 per rod in 2013.

23. OFFICER'S REPORT

23.1 Project 82 Periodic Report

The Committee considered a report (previously circulated) which updated Members on the promotion of Project 82; the development of new projects; the outreach team and also proposed that a junior session be added to the Project 82 programme. Members were pleased to note the report and **RESOLVED** that:

- 1. An additional junior session be incorporated in the Project 82 sessions until the end of December.**
- 2. The report otherwise be noted.**

23.2 Museum Periodic Report

- 23.2.1 The Committee considered a report (previously circulated) which sought approval for the 2012 exhibition and events programmes; provided an update on a proposed War Memorial for Wick; gave feedback on recent exhibitions and events; proposed changing the names of the Museum exhibition galleries; gave information on the new Peel2save launch and summarised the ongoing work at the Littlehampton Fort site.

- 23.2.2 Members discussed the report in detail and were pleased to agree the exhibition and events programme, including the Littlehampton Arts Group who had proposed to fill the November – December 2012 space in the Hearne Room. The change of names for the two rooms in the Museum were approved, namely to the Hearne Gallery and Community Gallery. Members were excited by the opportunities that might emerge with regard to the Littlehampton Fort and delighted that volunteers were keen to progress the necessary work on it. They were pleased to authorise the Town Clerk to meet with the Golf Club to discuss the future of this important site.

- 23.2.3 Members discussed at some length the progress with regard to the Wick War Memorial. After some discussion it was emphasised that the War Graves

Commission would not normally support a second memorial in a Town. The Museum Curator was able to confirm that the old Wick Memorial was in safe keeping in the Museum. It had not been commissioned and it was hoped that it would be relocated back into Wick as soon as possible. There were still some checks to be made with regard to whether the four names identified to date should be included on the War Memorial and the Museum Curator would be undertaking these. Should it be possible, these would be incorporated in time for Armistice Day on the 11th November 2011. Members were content to approve the potential addition of these missing names to the Littlehampton War Memorial, subject to the necessary checks. For instance, it was important that they were not incorporated on another War Memorial elsewhere. Members also supported the sale of the Peel2save cards within the Town Council reception area. It was therefore **RESOLVED** that:

- 1. The 2012 Museum Exhibitions and Events Programmes be approved.**
- 2. The Town Clerk be authorised to meet with the Golf Club to discuss the future of the Fort site.**
- 3. The potential addition of missing names to the Littlehampton War Memorial be approved, subject to the necessary checks.**
- 4. The change of name for the Lens Room and the Hearne Room to the Community Gallery and Hearne Gallery respectively be approved.**
- 5. Approval be given to the sale of Peel2save cards from the Town Council reception.**
- 6. The report otherwise be noted.**

23.3 Community Resources Periodic Report

The Committee considered a report (previously circulated) which updated Members on the second round of Littlehampton Town Council grant aid 2011 and the B-Heard Project. It was **RESOLVED** that:

The current position be noted.

23.4 Tourism and Events Report

The Committee considered a report (previously circulated) updating Members on a number of issues within the Tourism and Events portfolio. These included the Boat Jumble, Sports Awards, Armed Forces Day, Garden and Allotments competition and Sandcastle competition. Also flagged up was the development of the Visit Littlehampton website and the need to promote it further. Members were strongly supportive of all the proposals within the report and the following points emerged from discussion:-

- It was noted that there was a possibility, yet to be confirmed, of some staffing at railway ticket offices locally being reduced. It was hoped that this was not the case given the success of rail tourism for Littlehampton.
- Members were delighted that the West Beach Action Group had been formed and wished to support it in any way that they could.

- The model boat event on the Oyster Pond had received magnificent publicity. It was important that events such as this were flagged up within the tourism calendar to attract more visitors.
- Members wished to refer the idea of community sponsored flowerpots in the town to the Littlehampton in Bloom Committee. It was thought that this was a good way of demonstrating that the whole community was involved in this important initiative

It was therefore **RESOLVED** that:

1. Officers be instructed to develop the marketing proposal for the Visit Littlehampton for 2012/13 as set out in paragraphs 3.1-3.1.4 of the report.
2. Incorporate the Boat Jumble in the 2012 events programme as set out in paragraphs 3.3-3.3.5 of the report.
3. The principle of the Sports Awards ceremony being held in the same format but on a different date recommended by the Sports Forum be approved.
4. It be noted that the Events Working Group was reviewing the Gardens and Allotments Competition as set out in paragraphs 3.6-3.6.5.
5. The report and its financial implications otherwise be noted.

23.5 Christmas Lights Working Party

The Committee considered a report (previously circulated) setting out the need to form a Christmas Lights Working Party to look at options for future years. It was **RESOLVED** that:

A Working Party of three Members (Councillors Bowyer (Chair), Neno (substituted by Councillor Long if necessary) and Northeast) be appointed to the Working Party with a remit of reporting to the December meeting of the Committee at the latest.

23.6 Youth Council and Junior Youth Council

The Committee considered a report (previously circulated) which set out current arrangements for the Arun Youth and Junior Youth Council and the potential involvement of young people from the Littlehampton community in matters affecting the town. Members were pleased with the proposals set out within paragraphs 3.8-3.10 of the report and it was therefore **RESOLVED** that:

These proposals be progressed to assist the Town Council to develop the range of major projects, most immediately The Neighbourhood Plan.

23.7 **Wick Week 2011**

The Committee considered a report (previously circulated) reviewing Wick Week 2011 and proposing a similar initiative next year. It was **RESOLVED** that:

1. The Town Council take on a supporting role for 2012.
2. A budget (for approval during the budget discussions for 2012/13) of £2,500 for Wick Week 2012 be agreed in principle.
3. Officer input at Wick Week 2012 to deliver selected activities be approved.

23.8 **Ferry**

The Town Clerk reported that he was currently awaiting an update on the arrival of the ferry boat.

23.9 **Bandstand**

The Committee considered a report (previously circulated) which outlined a proposal made to the Town Clerk to purchase and install a bandstand on the seafront. The Committee was strongly supportive of this proposal, also commenting that if it were to proceed it should be called the Jubilee Bandstand. It was therefore **RESOLVED** that:

1. The Town Clerk be instructed to prepare a fully-costed paper for consideration prior to Budget setting in December for a bandstand on the seafront.
2. The Town Clerk be instructed to liaise with Arun District Council with regard to the location of this bandstand.

24. **BUDGET**

24.1 **Finance Report 2011/12**

The Committee considered a report (previously circulated) highlighting significant variances from budget in income and expenditure relating to the Community Resources Committee. In noting the report, Members commented that they preferred the new layout of the budget report. It was therefore **RESOLVED** that:

The Responsible Financial Officer be informed of the Committee's preference for the new layout and that the report otherwise be noted.

25. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Clerk reported that he and the Mayor had met with the promoters of the Morrison's supermarket proposal and that he had no updates with regard to North Littlehampton. The Chair of the Committee who had attended a meeting earlier that day, reported that the Courtwick application had been approved by the District Council's Development Control Committee and in

doing so the second access arrangements had not been agreed but the alternative Section 106 Agreement, as proposed by the North Littlehampton Steering Group. It was **RESOLVED** that:

The report be noted.

26. 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.

27. OFFICERS' REPORTS (CONFIDENTIAL)

27.1 Youth Services/Project 82

The Committee considered a report (previously circulated to Members of the Council only) which was seeking initial comments on the best way to deliver youth services within the town from April 2012 onwards. Members were able to give their comments with regard to the links of the Project 82 with the Keystone Centre and their concerns that the lack of progress of the County Council's Community Action Pilots. Members were however pleased to hear that other parishes might be interested in joining up with the Town Council to seek a common business scale in the delivery of services. It was **RESOLVED** that:

The Town Clerk incorporate these comments in a draft report which he would bring back to the next round of Committees and with a view to seeking approval at the November meeting of Council.

The meeting closed at 7.52pm

CHAIR