

**MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 25 OCTOBER 2018 at 6.30PM**

**Present:** Cllrs Buckland (Chair),  
Baker, Tandy and  
Warren QVRM  
The Mayor attended  
Ex-Officio.

**2018/2019**

- 28. EVACUATION PROCEDURES**  
The evacuation procedures were noted.
- 29. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**  
The procedures were noted.
- 30. APOLOGIES**  
There were apologies from Councillors C Blanchard-Cooper and Purchase.
- 31. 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. The standing declarations were noted. Councillor Warren declared a personal and prejudicial interest in agenda item 9.5, Review of the Allotment Tenancy Agreement, as a plot holder and confirmed that he would leave the meeting when the Committee came to discuss the item. Councillor Tandy declared a personal interest in agenda item 9.6, Keystone Centre, as the Treasurer of the Keystone Management Committee.
- 32. MINUTES**  
The Minutes of the meeting held on Thursday 6<sup>th</sup> September 2018 (previously circulated) were confirmed as a true record and signed by the Chair.
- 33. CHAIR'S REPORT AND URGENT ITEMS**  
There were none.

**34. PUBLIC FORUM**

There was one member of the public present.

**34.1** Mr Terry Ellis stated that he had received a report that the distribution of Christmas decorations around the Town seemed uneven. This was noted.

**34.2** Regarding the Look and Sea Centre, Mr Terry Ellis stated that the Visitor Experience aspect of the operation had an extensive contact database that might be useful in relation to the education offer. The Assistant Town Clerk thanked Mr Ellis for this information which was noted as part of the ongoing discussions with the District Council to explore how the Town Council could work with them in this respect. She also confirmed that Members would be informed of progress through the reporting process in the next Committee cycle.

**35. OFFICER'S REPORT**

**35.1 Standing Order / Urgent Action – Tesco Bags of Help**

The Committee received and noted the Urgent Action (previously circulated) regarding the creation of accessible allotment plots at Worthing Road and Kingley Gate sites. It was noted that grant money had been used to support the addition of picnic benches, potting tables and accessible plots for those with disabilities at Kingley Gate. It was therefore **RESOLVED** that:

***The report be noted.***

**35.2 Events Periodic Report**

The Committee received a report (previously circulated) that set out the outcome of the Town Show and Family Fun Day and updates on the beacon lighting and the WW1 Centenary Projects. Members were pleased to note the success and turnout for the Town Show and Family Fun Day. Members were pleased to note that the projects for the WW1 Centenary and beacon lighting had been achieved and thanks were given to Officers for their hard work in completing these. Regarding the Town Show and Family Fun Day, it was noted that the distribution of flyers was targeted at households in areas that were most likely to have younger people and families. It was **RESOLVED** that:

**1) *The provisional date of Saturday 14<sup>th</sup> September 2019 for next year's Town Show and Family Fun Day be approved.***

**2) *The report be otherwise noted.***

**35.3 Events Programme for 2019/20**

The Committee received a report (previously circulated) that set out a draft programme of events and proposals for consideration for 2019/20. Members views were sought on a variety of matters relating to the draft programme to guide Officers in exploring options for events and preparing the budgets for consideration in the next Committee cycle.

An updated indicative budget schedule was also tabled (copy attached to the minutes) to aid the discussion. The Committee proceeded to consider the proposals in the order in which they were presented in the report.

#### **35.4 Easter Out and About**

It was proposed that the session held at Brookfield be permanently moved to Southfields. Members supported this proposal as Southfields offered better access, parking and was located closer to the Town. It was clarified that the level of attendance at the Southfields session was around the same as the Brookfield session. It was therefore **RESOLVED** that:

**The 'Brookfield' Easter Out and About session be moved to Southfields and the 2019/20 budget proposals be amended accordingly.**

#### **35.5 Boat Jumble**

It was acknowledged that in the period since the event first began, much had changed. Whilst the proceeds from the event were donated to a maritime charity, the event was commercial in nature. Having been unable to meet the requirements for holding an event in a public place, it had not gone ahead in 2018 and it was thought that more support would be needed if the event were to take place on Caffyns Field next year. The event met its aim of encouraging visitors and trade in the Town Centre, but the precise nature of the support that would be required to bring the event back to Caffyns Field was unknown. It was therefore considered prudent that further discussions be held with the event organisers before a decision regarding the inclusion of the event in the 2019/20 programme was made. It was therefore **RESOLVED** that:

**Officers approach the event organisers to further discuss the options to continue the event and bring a report back to the Committee at the December meeting.**

#### **35.6 Armed Forces Day**

Members supported holding the event on East Green and utilising West Green for parking as this had worked well and produced a smoother event. It was noted that feedback from this year's event sought a wider variety of catering and it was therefore suggested that more catering be explored for Banjo Road. This was a recurring issue and although there were sensitivities surrounding this, it was considered appropriate that the Town Council begin to engage partners and sponsors in discussions to improve the catering offer. Acknowledging the budget implications, it was noted that £13,500 had been proposed in the budget to reflect possible reduction in sponsorship. It was also noted that that the largest proportion of the

budget for the event was used to provide event attractions including the aerial display and it was agreed that a list detailing the expenditure be sent to Councillor Warren QVRM after the meeting.

**35.7** Officers had also been asked to explore additional toilet facilities for the event. However, in view of the public toilet provision in the proximity of the event, Members considered that providing these were maintained, and better directional signage implemented, additional facilities were not required. Observing that the District Council had embarked on a maintenance programme of their facilities, it was also agreed that they be approached to secure confirmation of the availability of these facilities, particularly the disabled provision, during the event. It was therefore **RESOLVED** that:

- 1) **The Armed Forces Day event remain on the East Green, utilising the West Green for event parking.**
- 2) **Subject to receiving assurances regarding the public toilet facilities from Arun District Council, additional toilet facilities not be provided at the Armed Forces Day event.**
- 3) **The Town Clerk be authorised to negotiate the issue of catering and the use of Banjo Road with Arun District Council and the covenant holder.**
- 4) **Subject to the satisfactory resolution of sponsorship issues relating to the Armed Forces Day event, the sum of £13,500, reflecting no sponsorship and a potential MOD grant of £2,000, be included for consideration as part of the 2019/20 budget proposals.**

**35.8** Littlehampton Gardens & Allotments Competition Judging

The competition had come to the end of its two-year sponsorship cycle and in view of the declining interest over recent years, Officers had put together several options for consideration. Members noted that despite attempts to promote the event, interest had faded and considered that refocussing it on younger generations would be more beneficial and favoured engaging with local schools to widen participation and to encourage their gardening schemes. It was therefore **RESOLVED** that:

- 1) **Not to proceed with the Gardens and Allotments competition in 2019 and undertake a review of the future of the competitions as part of the**

**preparation of the 2020/21 Events Programme.**

**2) Regarding the Gardens Competition, that Officers progress option 2 with local schools as part of the 2019/20 Events Programme.**

**35.9 Wick Week**

It was noted that the Wick Week event had grown and become largely independent, needing less support from the Town Council. Members were therefore supportive of the proposal to merge the Wick Week funding with the Wick Information Centre Service Funding Agreement. It was noted that the Town Council would continue to promote these events through its social media, publications and the Visit Littlehampton website. It was therefore **RESOLVED** that:

**Going forward, the Wick Week budget be added to the Wick Information Centre Service Funding Agreement and that the 2019/20 budget proposals be updated accordingly.**

**35.10 Sandcastle Competition**

The Committee was asked to consider a proposal to trial a new simple grid system for the judging. Members supported this proposal which was considered logical and would make judging more efficient and quicker. It was therefore **RESOLVED** that:

**The revised judging format for the Sandcastle competition as proposed in paragraph 3.2.6 of the report be trialled at the 2019 event and that feedback from the event be collated to assess the judging format in future years.**

**35.11 Screen on the Green**

The Committee were asked to consider several proposals aimed at enhancing this event which included options to provide additional toilet facilities, upgrade the sound system and improve the catering offer. In addition, Members views were sought on options for a longer programme over one-day as opposed to the two consecutive days of screening. It was acknowledged that whilst this year's event over two days had been extremely successful, there was a need to keep the event competitive if it was to continue to draw visitors into the Town in those numbers. Acknowledging that there might be the potential to work with others to create a wider event, Members were therefore supportive of Officers undertaking exploratory discussions with possible partners. It was therefore **RESOLVED** that:

- 1) Officers explore options for a one-day Screen on the Green event with a longer programme including improvements to the sound system, additional toilet facilities and an enhanced catering offer and that costed proposals be brought back to the Committee for consideration as part of the 2019/20 budget proposals at the December meeting.
- 2) Negotiations to facilitate an enhanced catering offer be pursued with the District Council and the covenant holder alongside those for the Armed Forces Day provision.
- 3) Officers be authorised to hold preliminary discussions with the Dubs event and Waterfront Festival organisers with a view to establishing options for working together on a consecutive programme of events and that the Committee be kept informed of progress.

#### **35.12 Town Show & Family Fun Day**

Members were pleased to note the successful event this year and supported the proposal; for an additional marquee to retain the Youth Zone, which would be met by the budget, should the Bingo Marquee return. It was therefore **RESOLVED** that:

**If the Bingo Marquee returns, an additional marquee be booked to continue the provision of the Youth Zone at the Town Show and Family Fun Day and that the 2019/20 budget proposals be updated accordingly.**

#### **35.13 Littlehampton Sports Forum Sports Awards Ceremony**

Observing that the current sponsorship deal expired in 2019, it was recommended that a review and consultation be conducted with the sports clubs in the town. Acknowledging the dwindling participation, Members were supportive of this proposal. It was therefore **RESOLVED** that:

- 1) **That the budget proposals for the Sports Awards Ceremony and the Sports**

**Excellence Grants remain unchanged for 2019/20 and subject to review alongside other award ceremonies, be included for consideration as part of the 2019/20 budget discussions.**

- 2) **That the Sports sponsorship and grants arrangements be reviewed, and recommendations brought forward for consideration by this Committee as part of the 2020/21 budget setting process.**

**35.14 Remembrance Sunday**

The Committee was asked to consider a proposal to slightly increase the budget for this event to £1,500. The Events Manager provided clarification regarding the increase which reflected the increased administration required to deliver a well organised event. It was therefore **RESOLVED** that:

**The budget for the Remembrance Day event be increased to £1,500 and included for consideration as part of the 2019/20 budget discussions.**

**35.15 Christmas Light Switch On**

The Committee received information on the 2018 event and it was noted that no changes were proposed to the budget going forward. The Events Manager confirmed that the bulk of the costs related to hiring the attractions and the sound and lighting provision. It was noted that a competition had been included in the event this year which would see the winner for the “Name the elf competition” invited to switch on the lights with the Mayor. It was **RESOLVED** that:

**The update on the 2018 event be noted.**

**35.16 Pancake Olympics**

The Committee received an overview of the event and proposals to purchase medals with a custom centre insert. Members were supportive of this proposal and asked that Officers explore introducing them for 2019. It was therefore **RESOLVED** that:

**That medals with a custom centre insert and ribbon be purchased for use at the 2019 Pancake Olympics event using 2018/19 underspends and the costs be included for consideration as part of the 2019/20 budget proposals.**

### 35.17 Stage by the Sea Performances

In order to better utilise this facility, Members were supportive of the proposal to investigate commissioning an external organisation to deliver a programme of performances and it was **RESOLVED** that:

- 1) ***1) The proposed budget of £1,000 for 2019/20 for this aspect of the Events programme be included for consideration as part of the 2019/20 budget setting process.***
- 2) ***2) Officers investigate options to commission an organisation to deliver a programme of performances throughout the summer and report back to the Committee.***

### 35.18 Events & Exhibitions Guide (2019)

It was **RESOLVED** that:

***That the events guide for 2019/20 continue to be produced in the existing format.***

### 35.19 Other Events

Members were asked to consider two suggestions for additional events, a food themed festival and flag parade. Observing that Littlehampton schools already took part in the Worthing flag parade, Members considered that creating a new event would be more attractive to visitors and were supportive of further research being undertaken into a food themed festival. It was therefore **RESOLVED** that:

- 1) ***1) Officers investigate options for including a Food Festival in the Events programme and that costed proposals be brought back to the Committee for consideration in the future.***
- 2) ***2) The option for a flag parade not be progressed.***

### 35.20 Events Forum

The continuation of this forum was supported, and it was therefore **RESOLVED** that:

***That Events Support Budget remain at £5,000 and that this figure be included for consideration as part of the 2019/20 budget setting process.***

### **35.21 Museum Periodic Report**

The Committee received a report (previously circulated) that provided information on the recent museum events and exhibitions and an update on the backlog Documentation Project. Regarding the Backlog Documentation Project, it was noted that the had been larger than anticipated and that completing this project formed part of the deliberations of the Working Group. The Committee would receive a full report from the Working Group for consideration at the December meeting. It was therefore **RESOLVED** that:

#### **The report be noted.**

*Councillor Warren QVRM re-declared his interest in the following matter and left the meeting at 7:57pm.*

### **35.22 Review of the Allotment Tenancy Agreement**

The Committee received a report (previously circulated) which contained a revised Allotment Tenancy Agreement (ATA). Presenting the revised ATA, the Assistant Town Clerk explained that this was an extensive review and that the revised document incorporated suggestions from LALGA which had been received via the Allotments Working Group. In addition, changes had been made to bring the Agreement into line with the latest guidance in respect of water conservation and changes to the Town Councils procedures. The Committee also had before its further comments on the revised agreement from both LALGA and Councillor Warren QVRM. Members proceeded to consider and comment on the revised document and the following points were noted from the ensuing discussion.

**35.23** It was noted that change of plot sizes to 'small, medium and large' would allow for a better understanding of sizes. Observing that the purpose of paths throughout an allotment site was to give access but not for motor vehicles, Members also agreed that an unobstructed path should be retained be across all the sites and allowed ample space to meet access requirements. Regarding the proposed introduction of certain prohibitions, overall it was considered appropriate that incinerators should be banned alongside bonfires and BBQ's as smoke production and site safety was a concern. Regarding the inclusion of a clause to encourage tenants to empty compost heaps every 12 months', this was considered both reasonable and good housekeeping alongside weed control, and the strengthen of the clauses relating to the disposal of rubbish generally in terms of site management. Noting that the agreement had been updated with the Town Council's policy in relation to the control of foxes, the blanket ban of all traps was emphasised. It was noted that issues regarding vermin on allotment sites should be reported to the Town Council who would take it forward under the town Council's contract with the Pest Control Team.

**35.24** The revised agreement also proposed much tighter controls on the use of water butts as well as rules regarding the percentage of a plot that

could be taken up with structures such as sheds, poly tunnels and green houses. Observing that the main purpose of a plot was to cultivate crops on a small scale, Members considered it was appropriate that the agreement was strengthened in this respect. Acknowledging that the implementation of this control would mean that potholders would require time to arrange for the removal of those items that exceeded the new rules, Members judged that a period of six months from the start of the new agreement should be allowed for the removal of surplus water butts and one year for buildings. Observing that the revised document required further changes to reflect the Committee's deliberations, it was agreed that authority be delegated to the Town Clerk, in consultation with the Chair and Vice-Chair of the Committee, to agree a final draft. It was therefore **RESOLVED** that:

- 1) **1) Incinerators, bonfires and BBQ's be banned from the Town Council's allotment sites with effect from the start of the revised Tenancy Agreement.**
- 2) **2) A period of six months be allowed for the removal of surplus water butts and one year for sheds from the start of the new agreement.**
- 3) **3) Authority be delegated to the Town Clerk, in consultation with the Chair and Vice-Chair of the Committee, to agree the final Tenancy Agreement.**

### **35.25 Keystone Centre**

The District Council were preparing to bring forward a decision to support taking a project forward to replace the existing Centre by the end of the year. It was **RESOLVED** that:

**The update be noted.**

### **36. EXEMPT BUSINESS**

There was none.

The meeting closed at 8:44pm.

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**CHAIR**

EVENTS PROGRAMME: APPENDIX 1					
	<b>Budget Projection 2019/20</b>				
<b>302</b>					
		<b>2018/19</b>	<b>Proposed 2019/20</b>	<b>With Toilets at AFD &amp; Screen</b>	<b>Toilets at Screen only</b>
	<b>Easter Out and About</b>	£ -	£ 800.00	£ 800.00	£ 800.00
	<b>Boat Jumble</b>	£ 300.00	£ -	£ -	£ -
	<b>Armed Forces Day</b>	£ 9,500.00	£ 13,500.00	£ 18,500.00	£ 13,500.00
	<b>Garden Competition</b>	£ 400.00	£ 400.00	£ 400.00	£ 400.00
	<b>Wick Week</b>	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
	<b>Sandcastle Competition</b>	£ 400.00	£ 400.00	£ 400.00	£ 400.00
	<b>Screen on the Green</b>	£ 14,000.00	£ 15,000.00	£ 19,094.50	£ 19,094.50
	<b>Town Show</b>	£ 17,000.00	£ 17,000.00	£ 17,000.00	£ 17,000.00
	<b>Remembrance Sunday</b>	£ 1,300.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
	<b>Switch On</b>	£ 5,600.00	£ 5,600.00	£ 5,600.00	£ 5,600.00
	<b>Pancake Olympics</b>	£ 500.00	£ 600.00	£ 600.00	£ 600.00
	<b>Stage by the Sea</b>	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	<b>Events Guide</b>	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
	<b>Event Support</b>	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
	<b>Total</b>	£ 59,000.00	£ 64,800.00	£ 73,894.50	£ 68,894.50
<b>104</b>					
	<b>Sports Awards</b>	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
	<b>Sports Grants</b>	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
		£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00