

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 6th DECEMBER 2018 at 6.30PM

Present: Cllrs Buckland (Chair),
C Blanchard-Cooper,
Tandy and Warren
QVRM. Cllr Chester
substituted for Cllr
Purchase.

2018/2019

37. EVACUATION PROCEDURES

The evacuation procedures were noted.

38. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

39. APOLOGIES

There were apologies from Councillors Baker and Purchase.

40. 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 QVRM also declared a personal interest in agenda item 9.6, The Look and Sea Centre as an Arun District Councillor and because he had attended two meetings at the District Council where the subject had been discussed.

Councillor Buckland also declared a personal, prejudicial and pecuniary interest in Agenda Item 9.2, The Great War, A Commemorative Book, as Vice Chairman of the Littlehampton Armed Forces Veterans Breakfast Club. He confirmed that he would leave the meeting when the Committee came to discuss this matter.

Councillor Chester also declared a personal interest in agenda item 9.6, The Look and Sea Centre as he had been present in the public gallery during a meeting at the District Council where the subject had been discussed.

41. MINUTES

The Minutes of the meeting held on Thursday 28th October 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

42. CHAIR'S REPORT AND URGENT ITEMS

42.1 Standing Order / Urgent Action

The Committee received and noted an urgent action (previously circulated) which authorised expenditure from the South East in Bloom Budget to cover the costs of repairs to a gateway planter which it was thought had been damaged as a result of being hit by a vehicle. It was **RESOLVED** that:

The Urgent Action be noted.

42.2 Tesco Bags for Help Grant

The Town Council had been awarded a grant of £10,000 in 2016 for the delivery of accessible allotments at the Kingley Gate and Worthing Road allotment sites under the project heading "Can You Dig It? – Yes You Can!". The grant provided for building materials and accessible furniture, marketing and a launch event. The Town Clerk reported that following developer delays at both allotment sites, the project was now finally able to progress, and authority was sought for the expenditure of the grant. It was therefore **RESOLVED** that:

Authority be delegated to the Town Clerk to progress the delivery and expenditure of the "Tesco Bags of Help" project to provide accessible allotments within the terms and conditions of the grant.

43. PUBLIC FORUM

There were seven members of the public present.

43.1 Ms Johnson addressed the Committee regarding the closure of the Look and Sea Centre. Focussing on the tourist information and education aspects of the facility she reported that investigations into how these facilities might be improved were started before the closure. This included an analysis of how a modern centre could be achieved and how this would benefit tourism in the Town. She also believed that an improved visitor experience had the potential to attract thousands more visitors and she therefore urged the Committee to view the current situation as an opportunity to provide a maritime heritage centre that could raise the profile of the Town.

43.2 Mr Ellis supported these comments. Expressing his disappointment at the tone of the report, Mr Ellis suggested that there were other alternative locations that could be used to house the tourist information and education facilities. Highlighting the Drill Hall and commercial outlets in Pier Road, he believed that these warranted further

investigation. He also noted that provision for a similar facility was proposed as part of the future development of the West Bank in the Arun Local Plan. He also believed that the Fort were interested in joining a maritime heritage project and urged the Committee not to lose sight of this part of the Town's history and support initiatives to generate interest in it and the benefits for the visitor economy.

- 43.3** Addressing the Committee on the same subject, Ms Rodwell stated that she believed that there had been an immense improvement in the number of educational visits in the period leading up to the closure of the Centre and that further development of the tourist and education offer would have generated even more visitors.

44. OFFICER'S REPORTS

44.1 Look and Sea Centre

44.1.1 The Town Clerk presented a report (previously circulated) which explained some of the background to the closure of the Look and Sea Centre and the subsequent actions by the District Council. The report also contained an assessment of the ways in which the Town Council could look to support or facilitate the continuation of the Visitor Information Centre (VIC) and Visitor Experience (VE) that were co-located with the Harbour Lights Café.

41.1.2 In compiling the report, the Town Clerk explained that he had used data received from ex-staff, trustees and District Council officers which Whilst there was no doubt that the VIC was an important part of the overall Look and Sea offer and for the local community, Littlehampton VE, the Viewing Tower and café, inconsistencies around recording visitor numbers meant that the data could not be wholly relied upon. Having been approached to see whether the Town Council was interested in becoming involved, officers had undertaken some research in the context of how the VIC and VE had been delivered. This included investigating the support, financial and otherwise, that had enabled delivery of the services and alternative means of provision.

41.1.3 Considering each service in turn it was noted that regarding the VIC, consideration had been given to whether the Manor House reception could assist. Whilst there were many options available to support the delivery in tourist information generally, a key consideration was that the Manor House was not close to or on a direct route to the River.

41.1.4 Regarding the VE, Museum education visits were already received, and any expansion would be welcomed. This could be supported with consideration being given to developing "teaching packs" in partnership with the District Council to support self-led visits. However, it was unlikely that this would be a completely satisfactory resolution as a key element of the VE's success was based on the its location, the facilities it had at its disposal to support group visits and its

proximity to other maritime assets. It was also noted that the possibility of linking the VE with the Museum was previously trialled but had been unsuccessful due to the distance between the Lifeboat station, the River and the sea which was considered too great for school children to walk in a time limited visit.

41.1.5 The Committee proceeded to examine options, including the suggestion of alternative venues as suggested during the public forum session. Observing that the Drill Hall had limitations, Members considered that there was merit in investigating options as part of proposed developments. These would not however offer an immediate resolution. It was suggested that there should be a focus on protecting existing visits and finding the resources to coordinate visits and manage the volunteer force. In doing so it was noted that the volunteers providing services at the Look and Sea could be lost. Members proceeded to discuss ways of taking this work forward, including working with organisations such as Voluntary Action Arun and Chichester. It was noted that actions by the District Council in the immediate aftermath of the closure had focussed on finding a new tenant for the café. Observing that there was a liaison meeting with the District Council on 12th December, it was considered that this would provide an opportunity to better understand how they viewed the future of the VIC & VE services and explore options to work jointly with them. It was therefore **RESOLVED** that:

Further discussions be held with ADC exploring ways of retaining/co-ordinating education visits and a visitor information service for Littlehampton, Members be kept informed of progress and that should joint work not be possible, this be reported back to the next meeting of the Committee.

Councillor Tandy left the meeting at 7.25pm.

Councillor Buckland redeclared his personal and prejudicial interest in the following matter and left the meeting at 7.25pm.

In the absence of both the Chair and Vice Chair of the Committee it was **RESOLVED** that:

Councillor C Blanchard-Cooper Chair the meeting for the following item.

44.2 The Great War - A Commemorative Book

Members received an update on the sales of the book and asked to consider where to donate the funds that were being raised. There was unanimous support for donating the funds to SSAFA in recognition of the support that they gave to serving men and women and veterans

from the British Armed Forces and their families. It was therefore **RESOLVED** that:

The proceeds from the sale of the Town Council publication "When I've Done My Bit – Littlehampton and the Great War" be donated to SSAFA.

Councillor Buckland re-joined the meeting and resumed the Chair at 7.30pm.

44.3 SPORTS FORUM

The Committee received the notes of the meeting of the Littlehampton Sports Forum meeting held on 29th October 2018 (previously circulated). It was noted that the Swimming Club had retained their SwimMark and ClubMark accreditations and that Littlehampton Cricket Club had gained promotion back to the Sussex Premier League. It was **RESOLVED** that:

The update be noted.

44.4 Museum Periodic Report

The Committee received a report (previously circulated) that updated Members on the exhibitions, events, project work and the social media activity including the 2019 exhibition programme. It was noted that the Museum maintained records of the history of the Littlehampton Bonfire Society. In view of the success of the Museum stalls at the Armed Forces Day and Town Show events, the proposal to close the Museum on these dates was supported. The Royal Society grant funding was welcomed and the arrangement for expenditure of the grant approved. Regarding progress with recording items on the Museum Object Documentation Entry System (MODES), it was hoped that the bulk of the initial work would be completed by the end of the next financial year. However, as explained in the later report, much work needed to be undertaken once the collection was fully catalogued. It was acknowledged that it was difficult to put a definite timescale on completion of the Project. This had formed the focus of the Working Group, the recommendations of which were the subject of a separate report on this agenda. It was therefore **RESOLVED** that:

- 1) **The closure of the Museum for the 2019 Armed Forces Day and Town Show and Family Fun Day Events be approved.**
- 2) **The delivery and expenditure of the grant as set out in paragraph 3.6 of the report, and within the terms and conditions set by The Royal Society, be delegated to the Town Clerk in**

**consultation with the Chair of the
Committee.**

3) The report be otherwise noted.

44.5 Museum Working Group

44.5.1 The Committee had before it a detailed report (previously circulated) that set out the work undertaken by the Working Group established to investigate the backlog in the Collection Documentation Project. The Town Clerk proceeded to explain the rationale for the recommendations that this Committee was being asked to consider. In addition, the Committee was also to consider recommendations of the Property and Personnel Committee, which had considered the report earlier in the week, regarding future working.

44.5.2 The Town Clerk provided clarification on several points relating to the storage. It was noted that the Property and Personnel Committee had approved the use of the Gladden Room to provide additional space in support of the Collection Documentation Project. He explained that as this project was progressing, factors were coming to light that would have far reaching implications in terms of retention and disposal of artefacts, storage and future needs. This included the security and appropriateness of storage, but it was considered too early to judge what if any need there might be for additional space at this stage.

44.5.3 The Committee proceeded to discuss the monitoring of progress in delivering the priorities identified by the Working Group. It was suggested that a robust form of internal audit was required. Progress would be monitored as part of staff performance management and reported regularly to this Committee with reference to other Committees as appropriate. It was also observed that the Committee might wish to reconvene the Working Group at a later date if the anticipated progress was not being achieved. Picking up on the proposal to engage the Chairs and Vice Chairs of this Committee and the Property and Personnel Committee in regular tours of the Town Council's premises, the Chair of the Committee emphasised the importance of this oversight. It was also noted that all aspects of the Museum's work would be included in the New Councillor Induction Programme after the Local Government elections in May 2019.

44.5.4 Regarding the recommendations from the Property and Personnel Committee, Members reaffirmed support for the continuation of School Visits and felt that the creation of a "Friends" group, although not an immediate priority, could be considered at a later date. Acknowledging that the financial implications of the Collection Documentation Project would be considered in more detail when the Committee came to consider the draft Committee Budget Proposals 2019/2022 later in the meeting, Members were supportive of the way forward and it was therefore **RESOLVED** that:

- 1) ***The Recommendations of the Working Group be approved.***
- 2) ***The Recommendations of the Property and Personnel Committee in relation to the continuation of and support for schools' visits and the future exploration of setting up a Friends of Littlehampton Museum Group be approved.***
- 3) ***The recommendations be reported to the Policy and Finance Committee.***

44.6 Events Programme 2018/9 Update

The Committee received a report (previously circulated) updating Members on progress with since the October meeting and considered recommendations in respect of next Years' Boat Jumble and the Screen on the Green events.

44.6.1 Boat Jumble

Discussions with the event organisers had confirmed that support was still required if the event was to be staged in 2019. It was noted that the bulk of the work would fall to the Amenity Team and related to the event set up particularly setting up and taking down barriers at the site. The Committee therefore **RESOLVED** that:

Support for the Boat Jumble event be continued and that £600 be allocated from within the Event Support Budget to cover Amenity Team costs.

44.6.2 Screen on the Green

The Committee were asked to consider further proposals which aimed to deliver linked entertainment as part of next year's event. Whilst this would see the event revert to one screening, it was envisaged that the facilities would improve in terms of variety, sound, catering and the provision of public conveniences. In respect of the latter, the Committee was also asked to appoint a contractor. Observing the budget implications of providing additional public conveniences, Members considered the likelihood of recovering costs. Whilst the event was subject to weather conditions, it was also acknowledged that the same could be said of most Town Council events as they were predominantly based in the open. Taking these factors into consideration it was judged that insurance did not provide value for money. In terms of appointing a contractor, Members judged that option two represented the best value for money.

44.6.3 Turning to the event itself, Members wanted to utilise the Stage by the Sea and offer a wider range of choice in respect of catering, both of which it was considered would enhance the event. The public vote on the final choice of film was also considered important as it generated interest and encouraged people to come to the viewing itself. It was therefore agreed that three films be selected for the vote. Audio quality had also been an issue and Members were also supportive of the proposal to use the Arun Church sound system, subject to checks on the suitability of the equipment for the chosen film. This would be in return for publicity in the form of a sponsorship package. It was therefore **RESOLVED** that:

- 1) ***1) The plans to deliver linked entertainment as part of the event utilising the Stage By The Sea venue and Banjo Road be approved.***
- 2) ***2) That portable toilets be provided at the event and that Site Event be appointed as the Town Council's contractor, in line with the quotation details set out in the report.***
- 3) ***3) A shortlist of three films be collated and put to a public vote to make the final choice.***
- 4) ***4) The Arun Church sound system be deployed at the event, subject to checks on the suitability of the equipment for the chosen film and in return for publicity in the form of a sponsorship package.***

44.7 Community Room Hire Charges Proposals 2019/20

The Committee received a report (previously circulated) which set out a review of room hire fees charged at the Southfields Jubilee Centre and Project 82. The Terms and Conditions for Room Hire at both venues had also been reviewed and changes were proposed to provide clarity and bring them into line with commercial hiring practice. No change was proposed to the fees for hiring the Project 82 building. A review of hire charges at similar venues had revealed that a 2% increase in the Southfields fees would mean that the venue remained competitively priced. However, to mitigate the rise and incentivise long-term bookings, one free booking per year would be offered to regular hirers. It was therefore **RESOLVED** that:

- 1) ***1) The charges for hiring the P82 for 2019/20 remain unchanged.***

- 2) ***The charges for hiring the Southfields Jubilee Centre be increased by 2% for 2019/20 and that the incentive scheme for new and current SJC hirers as set out in section 3.1.7 of the report be approved.***
- 3) ***The revised Terms and Conditions for Venue Facilities, at the Southfields Jubilee Centre and Project 82 be approved.***
- 4) ***Authority be delegated to the Town Clerk to vary these charges on an occasional basis.***

44.8 Our Town Littlehampton initiative

The Committee received a report (previously circulated) which proposed that the Town Council becomes part of this initiative. It was noted that if approved staff would receive training to familiarise themselves with the scheme. Members were supportive of the proposal and it was therefore **RESOLVED** that:

Council be RECOMMENDED to agree that the Town Council participate in the Our Town initiative.

44.9 Keystone Centre

Arun District Council had formally confirmed its commitment to the creation of a new youth facility on the land opposite the existing Keystone Centre. This would be discussed further at the forthcoming liaison meeting and progress would be reported to the relevant Committees during the next cycle of meetings. It was **RESOLVED** that:

The update be noted.

45. FINANCE

45.1 Committee Finance Report 2018/19

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. The Assistant Town Clerk provided clarification regarding the slight over spends on both the Southfields Jubilee Centre cleaning contract and the Grounds Maintenance Budget and it was **RESOLVED** that:

The report be noted.

45.2 Committee Budget Proposals 2019/2022

45.2.1 The Committee received a report (previously circulated) which set out a draft budget for 2019/20 and projected budgets for 2020/21 and

2021/22. The Town Clerk briefly outlined the budget process and stated that the overall budget had been prepared to reflect a 1% increase in 2019/20, 2020/21 and 2021/22. It was noted that overall the proposed budget for the Committee decreased by 4.46% due mainly to expenditure on the Skate Park project included largely in 2018/19.

45.2.2 The Town Clerk explained that the projected budgets contained provision to meet the Council's aspirations relating to the potential to introduce lighting for the Skate Park, support for community transport initiatives and improving facilities at events as previously agreed by this Committee. It was also anticipated that the Town Council would need to replace the play equipment at Rosemead in 2019/20. This would be funded by the accumulated funds held in earmarked reserves and a report containing options would be brought to the Committee in due course. Members observed that the proposed 1% increase on top of similar rises in previous years had not kept pace with inflation. This coupled with the ongoing actions of higher tier authorities to scale back discretionary services would severely limit the Town Council's ability to respond to future challenges. Aware of the significant projects that the Town Council was committed to progressing, the Committee called on the Policy and Finance Committee to be mindful of the future challenges that the Town Council faced. It was therefore **RESOLVED** that:

- 1) ***1) The draft budget for 2019/20 and the projected Budgets for 2020/21 and 2021/22 be agreed and RECOMMENDED to the Policy and Finance Committee for approval.***
- 2) ***2) The Committee's Earmarked Reserve Position be noted.***
- 3) ***3) The Policy and Finance Committee be asked to be mindful of the future challenges that the Town Council faced when considering the overall increase in the Precept.***

46. EXEMPT BUSINESS

There was none.

The meeting closed at 9.28pm.

CHAIR