

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 14 MARCH 2019 at 6.30PM

Present: The Mayor attended
Ex-Officio (Chair). Cllrs
Baker, C Blanchard-
Cooper, Tandy and
Warren QVRM.

2018/2019

59. CHAIR

In the absence of the Chair and Vice-Chair, it was **RESOLVED** that:

The Town Mayor Councillor B Blanchard-Cooper Chairs this meeting.

60. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

62. APOLOGIES

There were apologies from Councillors Buckland and Purchase.

63. 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 B Blanchard-Cooper declared a personal and prejudicial interest in matters relating to agenda item 8.4, SPACE Grants, as Chairman of the Friends of Mewsbrook Park Committee. Councillor C Blanchard-Cooper also declared a personal and prejudicial interest in matters relating to agenda item 8.4, SPACE Grants, as a member of the Friends of Mewsbrook Park Committee. They both confirmed that they would leave the meeting when the Committee came to discuss the item.

64. MINUTES

The Minutes of the meeting held on Thursday 14th February 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

65. CHAIR'S REPORT AND URGENT ITEMS

There were none.

66. PUBLIC FORUM

There were three members of the public present.

66.1 Councillor Squires addressed the Committee from the public gallery. Regarding agenda item 8.1, Museum Periodic Report, he suggested that the volunteering opportunities in the museum should be more widely advertised to recruit local volunteers and residents with local knowledge and artefacts to come forward. Drawing Members' attention to the Museum Action Plan, he expressed concerns about the proposals for the rationalisation and disposal of museum items. Stating that in his view, this could jeopardise the acquisition and retention of local artefacts. He also urged the Committee to proceed with the acquisition the jug from former Littlehampton residents detailed in the report.

66.2 In response it was noted that the refocusing of work in the Butterworth Gallery, aimed to provide an opportunity to engage with residents and to encourage them to come forward with information about the local area. The Assistant Town Clerk explained the process of recording artefacts on MODES (Museum Object Data Entry System) and assured Members that no decision regarding the rationalisation of artefacts would be taken without consideration of the information held about them in conjunction with the Collections Development Policy. The review of the Collections Development Policy would ensure that items relevant to the Town were retained and provide clear guidelines for dealing with all other artefacts.

66.3 Mr Terry Ellis addressed the Committee on a number of points. He highlighted the need for a strap line for the Town and asked the Committee to reconsider this as part of the branding for Visit Littlehampton. Drawing Members attention to the Visit Littlehampton website he suggested that the website be advertised through the Town Council's publicity channels and stressed the importance that the information was kept up to date. Mr Ellis suggested that events listings should be physically provided throughout the Town e.g. side of commercial premises in Highstreet. Regarding the Christmas Illuminations, he sought clarification on the costs relating to the Christmas tree and asked if the provision of a snow machine had been explored for the event.

66.4 The Chair thanked Mr Ellis for his comments which were noted. The Assistant Town Clerk provided clarification regarding the cost of the Christmas tree and it was noted that the cost was due to the size, haulage, installation, decoration and removal. Regarding the provision of a snow machine it was noted that this would be considered as part of the 2019 event.

68. OFFICER'S REPORT

68.1 Museum Periodic Report

The Committee received a report (previously circulated) which outlined the Museums' events and exhibitions and set out the social media

statistics and visitor figures. Members were informed that the Museum Curator was moving on at the end of the month and that options to fill the post were being explored. The Committee was asked to consider a potential acquisition circulated at the previous meeting following the presentation of more detailed information. It was noted that the acquisition followed the Collections Development Policy and would add to the social history and ceramics collection for the Town. It was therefore **RESOLVED** that:

- 1) **The acquisition of item listed in 3.5.1 of the report be approved.**
- 2) **The report be otherwise noted.**

Councillor Tandy joined the meeting at 6:55pm.

68.2 Events Periodic Report

The Committee received a report (previously circulated) that provided updates on the 2019 Pancake Olympics and further information relating to the applications for event support funding. The Committee proceeded to consider the recommendations as presented in the report.

68.2.1 Charity Pancake Olympics

The Committee received information on the eleventh Charity Pancake Olympics held on Saturday 2nd March 2019. It was noted that there were thirteen teams in total, four of which were new to the competition. It was **RESOLVED** that:

The outcome of the Charity Pancake Olympics as set out in paragraphs 3.1.1 to 3.1.4 of the report be noted.

68.2.2 Event Support Fund

The Committee received further information regarding the two applications for the event support fund circulated at the last Committee. It was noted that the fund was set up to support and encourage new events in the Town with the potential to become an annual fixture. It was therefore **RESOLVED** that:

The two requests for event support funds detailed in Appendix 1 (paragraphs 3.2.1 to 3.2.4 of the report) be approved, in principle and delegated back to the Town Clerk for final sign off following due diligence.

68.2.3 Armed Forces Day

The Committee received information regarding the plans for Armed Forces Day on Saturday 29th June 2019. Following the retirement of the current Flying Display Director (FDD) the Committee was asked to consider a recommendation to replace him with a representative from

R5 Airdisplays. This was a specialist role and options to obtain a competitive quote were limited however, the quote received was in line with the 2018 costs of the service. It was therefore **RESOLVED** that:

The R5 Airdisplays be booked to act as Flying Display Director for Armed Forces Day 2019 (as set out in paragraphs 3.3.1 to 3.3.3 of the report).

68.2.4 Stage By the Sea

The Committee received details of the plan developed by LOCA which outlined a programme of events planned for June and August. The Assistant Town Clerk informed Members that Vinx were now unable to perform at Stage By the Sea and that the Harriot Earis Trio had been booked to replace them. It was therefore **RESOLVED** that:

The programme for the Stage by the Sea (paragraphs 3.4.1 to 3.4.2 of report) be approved.

68.2.5 Christmas Light Switch On

The Committee received information regarding the proposal to change the date and time of the event to appeal to families with young children. Members were asked to consider moving the event to a Saturday and once approved further details of timings would be circulated to Traders for discussion and confirmation. It was therefore **RESOLVED** that:

The change in principle of the date for the Christmas Lights Switch On be approved and authority be delegated to the Town Clerk, in consultation with the Chair, to agree the final date.

68.3 Visit Littlehampton

The Committee received a report (previously circulated) that set out the background to Visit Littlehampton and sought Members views on proposals to explore an expanded tourism function and the focus of the brand. In light of the recent closure of the Look and Sea Centre, it was considered that the loss of the tourist information point had left a gap in the availability of visitor information. Members considered it a priority to promote events and a wider variety of attractions. Members wished to see the Town Council's existing promotional material be more consistent and monitored to ensure it was up to date. The Committee was content with the current focus of the Visit Littlehampton brand. Observing that there were likely to be resource implications for any additional tourism function it was therefore **RESOLVED** that:

The current focus be endorsed, and officers explore an expanded tourism function with a holistic approach and

**bring a report back to the Autumn
Committee cycle.**

Councillors B Blanchard-Cooper and C Blanchard-Cooper left the meeting at 7:02pm.

68.4 SPACE Grants

The Committee received a report (previously circulated) that set out the applications received from groups and organisations for the SPACE grants programme 2018/19. It was noted that the total awards recommended was £900 and it was therefore **RESOLVED** that:

**All Grant applications received (Appendix
A of the report) and awards for activities to
take place in the school holidays of 2019
be agreed.**

Councillors B Blanchard-Cooper and C Blanchard-Cooper re-joined the meeting at 7:05pm.

68.5 Small Arts Grant

The Committee received a report (previously circulated) that outlined the details for the Small Arts Grant application from the Littlehampton History Research Group. It was noted that the grant was for the publication of 50 books providing a brief history of well-known people associated with Littlehampton and notable residents. It was thought that this would be a popular publication and Members noted that the group could apply for further funding should the book be successful. It was therefore **RESOLVED** that:

**The Small arts Grant of £225 for the
Littlehampton History Research Group be
approved.**

68.6 Christmas Illuminations 2018

The Committee received a report (previously circulated) that set out a review of the second year of the delivery of the current three-year contract for the supply and installation of the Town's Christmas illuminations. Members views were sought on the current elf theme and the installation of wall mounted motifs in East Street. Members wished to retain the elf theme and agreed to rotate the designs and see one elf return and one new elf design created for the 2019 display. Members were also supportive of the addition of wall mounted motifs in East Street.

68.6.1 Regarding the Christmas lights display in Wick, the Assistant Town Clerk explained that changes to the power supply specifications would affect this year's illuminations. Consequently, an alternative means to powering the illuminations in Wick had been investigated. It was noted that the costs of the additional infrastructure works relating to the Town Councils lighting scheme in Wick would be met from the 2019/20 Christmas illuminations budget. Additional infrastructure works relating to the Wick Village Traders Scheme, would if approved by Wick Village

Traders Scheme be met through the Morrisons S106 funding. It was therefore **RESOLVED** that:

- 1) One newly designed projected image be arranged for 2019.
- 2) The inclusion of additional wall mounted motifs in East Street on two businesses be approved.
- 3) The difficulties in creating a shop mounted display in Wick Street be noted.
- 4) The costs of the alternative means of powering the Christmas lights in the natural trees located at the front of Wick Parade be agreed and delegated to the Town Clerk, in consultation with the Chair, for progression of a solution.

68.7 Keystone Centre

It was noted that the community engagement exercise had finished on Friday 8th March 2019 and a report on the next steps would be presented to Full Council for consideration on the 28th March 2018. It was **RESOLVED** that:

The update be noted.

69. FINANCE

69.1 Committee Budget Monitor 2018/19

The Committee received a report (previously circulated) highlighting significant variances from the Budget in terms of income and expenditure relating to this Committee's Budget. Members supported the further extension of the Littlehampton Quaker's grant and sought clarification regarding the community income. The Assistant Town Clerk agreed to circulate this information to Members after the meeting. It was **RESOLVED** that:

- 1) A further extension of the terms of the Littlehampton Quakers grant be approved on the understanding that they will be excluded from making an application to the 2019/20 Grant Aid programme.
- 2) The report be otherwise noted.

70. EXEMPT BUSINESS

There was none.

The meeting closed at 7:20pm.

CHAIR