



18<sup>th</sup> October 2019

Notice is hereby given that there will be a meeting of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 24 OCTOBER 2019** at **6.30pm**

**Committee:** Cllrs B Blanchard-Cooper  
(Chair), C Blanchard-Cooper,  
Molloy, Seex, Squires, Tandy  
and Turner

**PETER HERBERT**  
Town Clerk

## **AGENDA**

**2019/2020**

### **1. EVACUATION PROCEDURES**

### **2. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**

During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

### **3. APOLOGIES**

### **4. DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
  - (i) whether it is a personal interest and the nature of the interest
  - (ii) whether it is also a prejudicial interest
  - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr B Blanchard-Cooper is a Member of Arun District Council
- Cllr C Blanchard-Cooper is a Member of Arun District Council
- Cllr Seex is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate

## 5. **MINUTES**

To confirm the Minutes of the meeting held on 5<sup>th</sup> September 2019, circulated herewith (pages 3 - 11 ). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

## 6. **CHAIR'S REPORT AND URGENT ITEMS**

## 7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

## 8. **OFFICER'S REPORTS**

- 8.1 **Museum Periodic Report** - to receive a report, attached (pages 12 – 22)
- 8.2 **Museum Accreditation** – to receive a report, attached (pages 23 – 58)
- 8.3 **Events Periodic Report** - to receive a report, attached (pages 59 – 65)
- 8.4 **Events Programme 2020-21** - to receive a report, attached (pages 66 – 79)
- 8.5 **Grant Aid Update** - to receive a report, attached (pages 80 – 81)
- 8.6 **Grants Programme Review** - to receive a report, attached (pages 82 – 86)
- 8.7 **Rosemead Park**- to receive a report, attached (pages 87 – 92)
- 8.8 **Keystone Centre** – oral update

## 9. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

***The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.***

***The following items are confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating to the financial or business affairs of any particular person (including the authority holding that information).***

## 10. **OFFICER'S EXEMPT REPORTS**

- 10.1 **Museum Emergency Action Plan** – attached for Members of the Council Only
- 10.2 **Service Funding Agreements Review** - to receive a report circulated to Members of the Council Only

**MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 5<sup>TH</sup> SEPTEMBER 2019 at 6.30PM**

**Present:** Cllrs B Blanchard-Cooper  
(Chair), Chace, Molloy, Seex,  
Squires, Long and Tandy

**2019/2020**

**13. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**14. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**

The procedures were noted.

**15. APOLOGIES**

There were apologies from Cllrs C Blanchard-Cooper and Turner with Cllrs Chace and Long attending as substitutes.

**16. 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. No further declarations were made at this point.

**17. MINUTES**

The Minutes of the meeting held on 6<sup>th</sup> June 2019, (previously circulated) were confirmed as a true record and signed by the Chair.

**18. CHAIR'S REPORT AND URGENT ITEMS**

There were none.

**19. PUBLIC FORUM**

There were four Members of the public present.

- 19.1** Ms Jay addressed the Committee and spoke in support of the request by Creative Heart CIC to redirect grant funding. Ms Jay reported that the Group had recently received a donation of a changing bed and hoist to equip the accessible bathroom as part of the new facilities at the Tamarisk Centre. On behalf of the Group, she expressed their gratitude to the Town Council for their generous grant award and explained that, if agreed, the Town Council's grant funding would be used to complete the final fittings for the accessible bathroom. She

explained that this was a much-needed facility and sought the support of the Committee for a change of use. The Chairman thanked Ms Jay for her comments which were noted.

19.2 Mr Ellis addressed Members on the following matters.

19.3 Regarding the tree planting, Mr Ellis sought clarification as to the definition of a 'Mature Tree' and suggested that sponsorship be considered as part of any future tree planting scheme. It was noted that the definition of a mature tree was subjective but was considered to be a young tree capable of surviving on its own. The sponsorship suggestion was noted for consideration later in the meeting.

19.4 Regarding metal detecting, Mr Ellis also suggested that the procedure include provision/guidance to "make good". This also was noted.

## 20. **SPORTS FORUM**

The Minutes of the meeting held on 5<sup>th</sup> August 2019 were noted. The Assistant Town Clerk Informed Members of the Sports Award Ceremony would be held on Monday 7<sup>th</sup> October 2019 at The Littlehampton Academy. It was **RESOLVED** that:

**The update be noted.**

## 21. **ALLOTMENT WORKING GROUP**

21.1 The Committee received the notes of the meeting held on 27<sup>th</sup> June 2019 and 22<sup>nd</sup> August 2019 (previously circulated) and considered recommendations from the Working Group regarding taps on the Allotment sites, changes to the Tenancy Agreement and the Allotment Fees for 2021.

21.2 The Working Group had proposed that a tap be retained on each site as a part of the Town Councils new programme to roll out water troughs on its Allotments. Site Representatives considered that there was a risk of contamination due to the addition of pesticides to watering cans. The Committee proceeded to debate this issue and it was acknowledged that this would be difficult to control. It was however considered practical that signage warning against the risk of contamination be added to the troughs similar to that which was in place at the Kingley Gate site. It was therefore **RESOLVED** that:

**Taps be removed from the Town Council's  
Allotment sites as part of the rolling  
programme to introduce troughs on its  
allotment's sites.**

21.3 The Committee had before it a revised Tenancy Agreement which had been updated with feedback from the Working Group (previously circulated). The Assistant Town Clerk explained that further amendments had been made to provide clarity on a number of matters. In addition, the Committee was also asked to consider a suggestion from the Working Group who were seeking permission to trap vermin and permit the use of barbeques and incinerators. A lengthy discussion ensued, and it was acknowledged there was little consensus on the

effectiveness of any of the pest control methods. Regarding barbeques and incinerators, whilst it was considered that the majority of allotment holders were responsible, the consensus was that they could pose a significant safety risk if left unattended. In view of the difficulties in controlling this type of activity, it was therefore not considered safe to reintroduce either of these on the Allotment sites. It was therefore **RESOLVED** that:

**The requests to make further changes to the agreement be refused and that the revised Tenancy Agreement attached to the report be adopted with effect from January 2020.**

- 21.4 The Committee considered a proposal from the Working Group to increase the plot rental fees for 2021 to 2%. It was therefore **RESOLVED** that:

**The plot rental fees for 2021 be increased from £7.25 to £7.40 per rod.**

- 21.5 Regarding the Mill Lane Allotments, it was noted that the developer would be reinstating the boundary fencing shortly. It was **RESOLVED** that:

**The update be noted.**

## **22. OFFICER'S REPORT**

### **22.1 Standing Order / Urgent Action**

The Committee received and noted an urgent action (previously circulated) relating to the approval of reindeer for the Christmas Lights Switch On event on Friday 22<sup>nd</sup> November 2019. It was **RESOLVED** that:

**The Urgent Action be noted.**

### **22.2 Youth Service Annual Report**

- 22.2.1 The Committee received a report (previously circulated) and presentation from Arun Youth Projects (AYP) regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chairman welcomed Mr Jon Jolly to the meeting, and he proceeded to update members on the service throughout the year and plans for the future. Mr Jolly thanked the Town Council for their support over the past two years and commented that his Team enjoyed working with the Council. Focusing on their work in Littlehampton, AYP had recently started Detached Youth Work in the area, supported by the Arun Community Safety Partnership and Sussex Police. This was already showing results in terms of making contacts and interaction with young people. It was noted that AYP also operated in partnership with East Preston and Rustington Parish Council's and Littlehampton had become their biggest partnership.

**22.2.2** Looking forward, Mr Jolly explained how AYP would be refocusing the Youth Sessions and targeting specific age ranges. They had also launched a mentoring project for volunteers which involved working with schools one lesson a week to support students. Mr Jolly reported that the Young Leaders trip to Romania had provided a unique opportunity for those on the programme to work with young people overseas. Other bursaries that AYP were now offering aimed to support young people by providing opportunities to experience sport and the creative arts. Members were supportive of the inclusion of intergenerational activities as part of the programme of work for the forth coming year. It was noted that the current three-year contract expired in September 2020. It was therefore **RESOLVED** that:

**The report and update be noted.**

**22.3 Museum Periodic Report**

**22.3.1** The Committee received a report (previously circulated) which contained a museum update, information on upcoming exhibitions and events and an update on various projects. The Committee was also asked to consider a number of recommendations arising from the ongoing work relating to the Collections Documentation Project (CDP), suggestions for the 2019/20 Exhibitions Programme and acquisitions proposals.

**22.3.2** The Committee was pleased to note the positive comments from the Reginal Museum Development Officer regarding the focus on the CDP. Regarding the planned exhibitions and events, Members welcomed the introduction of talks in the Programme. The Museum Team continued to update displays and the acquisitions of the Ockenden's artefacts had been added to the Reception display. The museum had also been approached regarding the potential of setting up a "Friend's Group". This was an aspiration that had been highlighted by the Working Group during the previous Council and would be explored as the CDP progressed.

**22.3.3** Reviewing the Museum Action Plan and CDP Progress Report, it was noted that the team planned a relaunch of the Exhibitions Programme to coincide with the completion of the project in Spring 2021. Members were supportive of this proposal which would focus on the hard work involved and would provide an opportunity to display some of the photographic collections. It was proposed that the team progress an Arts Council Grant for this purpose. The Committee was supportive of this proposal.

*Councillor Squires declared a person interest in the following matter as he donated some of the items contained in the report.*

**22.3.4** The Committee proceeded to consider proposals regarding 12 items which had been donated by the general public and offered to the Museum. Members approved the recommendations as stated in the report and highlighted the use of social media to promote some of the documentation when it was put on display. It was therefore **RESOLVED** that:

1. *A Friends Group be explored as set out in point 3.1.5 in the report.*
2. *The Events and Exhibition Programme for 2019/20 (appendix A) be approved.*
3. *The Exhibition relaunch and opportunity for Arts Council funding be planned and progressed alongside the Collection Document Project as set out in point 3.2.5 of the report.*
4. *The Collection Document Project update be noted*
5. *The recommended acquisitions as set out in appendix D, attached to the report, be approved.*
6. *The contents of the report be otherwise noted.*

## **22.4 Museum Accreditation Report**

The Curator presented a report (previously circulated) which explained the Museum Accreditation and the process of re-accreditation. The Museum was required to submit a return for Accreditation by the 31<sup>st</sup> October 2019. Consequently, the Museum's plans and policies had been updated to reflect current practice regarding collections care and management. Acknowledging the importance of the Accreditation and the benefits for the Museum, it was therefore **RESOLVED** that:

1. *The Forward Plan (Appendix B) be approved*
2. *The Collections Development Policy (Appendix C) be approved*
3. *The Documentation Policy (Appendix D) be approved*
4. *The Access Policy (Appendix E) be approved*
5. *The Care and Conservation Policy (Appendix F) be approved*

## **22.5 Tree Planting**

22.5.1 The Committee received and considered a report (previously circulated) regarding Tree Planting and options for future Schemes. It was noted that a good quality Planting Scheme would require significant investment to initiate and maintain and would have to be investigated with the Highways Authority. In considering a Scheme for planting along the Fitzalan Road extension, it was noted that landscaping proposals had already been approved as part of the planning process. The new road was however a gateway into the Town and Members considered that any future planting needed to have a good visual impact. It was observed that grant funding could be available for schemes of a significant size and should be also be explored alongside sponsorship.

22.5.2 Members were supportive of pursuing opportunities for planting as part of the infrastructure programme to develop the Fitzalan Link Road/ Lyminster Bypass. Whilst the Town Council would continue to maintain its existing stock, no new planting schemes would be taken forward. It was **RESOLVED** that:

1. **Options for a major Tree Planting Scheme be investigated.**
2. **No new tree planting schemes be progressed and the Town Council continue with the maintenance programme for its stock of trees.**

## **22.6 Events Periodic Report**

**22.6.1** The Committee received a report (previously circulated) which set out feedback regarding the Summer Events Programme and proposals for this years Christmas Lights Switch on Event. Reviewing the feedback, Members made a number of suggestions for consideration as part of next years Events Programme.

**22.6.2** Regarding the use of the grassed area adjacent to the Harvester car park as an overflow used during Armed Forces Day, it was suggested that parking controls be explored. Members wished to have a better understanding of the impact of the Events Programme and asked officers to explore ways of measuring this. Further suggestions to promote events, including a 'check-in' facility and incentive to attract visitors were noted. Whilst every effort was made to avoid clashes, it was suggested that when making pre-event checks, the dates of other events were spread out and the calendar of events was widely promoted. In terms of suggesting alternative events, it was noted that a draft 2020 Events Programme would be presented to the Committee at the October meeting and Members were requested to email Officers with any event ideas.

**22.6.3** The Sandcastle Competition had been well attended again this year and Members asked that accessibility to the beach for wheelchair users be investigated. Regarding Screen on the Green, officers were also asked to re-examine the timing of the pre-screening entertainment and whether the film selection could be delayed giving more scope to use new film releases. It was therefore **RESOLVED** that:

- 1) **The outcome of the Summer Events Programme be noted**
- 2) **The points set out in Minutes 22.6.2 and 22.6.3 be explored as part of the preparations for the 2020 Events Programme.**

## **22.6.4 Christmas Lights Switch On**

The Committee proceeded to consider proposals for this year's Christmas Lights Switch on and Late-Night Shopping Event in the Town Centre. Members were supportive of the planned Reindeer



Treasure Hunt and Name the Elf concepts. Observing that Spirit FM continued to support and meet the requirements of promoting this event, it was therefore **RESOLVED** that:

**Spirit FM be booked to assist with promoting the Christmas Lights Switch on Event and that the other activities, as set out in paragraph 3.4 of the report, be approved.**

## **22.7 Grants Update**

**22.7.1** Members received a report (previously circulated) which outlined the process for reviewing the current Service Level Agreements and the re-evaluation of the Grant Aid criteria. In addition, the Committee was also asked to consider requests from two community groups who had been awarded Grants as part of the 2019/20 Grant Aid Programme and were seeking to change their use.

**22.7.2** Feedback from the Member led exercise to identify priorities for this Council indicated that Members wished to review the focus of the Annual Grants Programme. It was therefore proposed that Officers work with a small group of Members to take this forward and present proposals to the Committee at the October meeting. Councillors Seex and Long indicated their willingness to support this work and it was therefore **RESOLVED** that:

**The review of the Annual Grants Programme be progressed as set out above and a report containing options be presented at the October meeting.**

**22.7.3** The Committee proceeded to consider a request from Creative Heart CIC to redirect their grant award. Having benefited from donations of a changing bed and hoist, the Group wished to use their grant to cover the costs of installing the hoist and to complete work on the accessible bathroom project which formed part of their original grant request. It was therefore **RESOLVED** that:

**The request to redirect the grant awarded to Creative Heart Littlehampton CIC be approved.**

**22.7.4** The Committee considered a request from the Maritime Volunteer Service who wished to redirect their grant award towards the costs of training Boat Handlers to Power Boat level 2. Whilst the Committee was supportive of the project, they wished to have a better understanding of the benefits of this type of training. It was therefore **RESOLVED** that:

**1. The Maritime Volunteer Service be requested to provide additional**

**information regarding the Power Boat training.**

- 2. A decision on this request be deferred for consideration by the Committee at the next meeting.**

#### **22.8 Rosemead Park**

The Committee received a report (previously circulated) which outlined plans for Rosemead Park. Members sought an ambitious project to consider potentially equipment designed for those with learning or physical difficulties, re-siting the play area within the park as well as the removal of the Trees on the western boundary. The Assistant Town Clerk outlined the timetable for community engagement and preparing options for consideration. It was therefore **RESOLVED** that:

**The replacement of the existing play equipment at Rosemead Park be approved.**

#### **22.9 Metal Detecting Procedure**

The Committee had before it (previously circulated) a draft procedure to deal with requests seeking permission to carry out metal detecting on land owned, leased or managed by the Town Council. It was noted that only Rosemead Park was appropriate for this type of activity and that metal detecting was not covered by the current bylaw. Regarding the distribution of treasure, it was considered appropriate that this be on a 50/50 basis as this would encourage good practice. It was also agreed that the procedure be updated to reference the Federation of Independent Detectorists as a recognised authority. It was therefore **RESOLVED** that:

**Subject to the inclusion of the comments above, the draft procedure be approved.**

#### **22.10 Visitor Information Points**

The Committee received a report (previously circulated) which set out proposals for an agreement with Arun District Council for hosting a Visitor Information Point in the Manor House. Members were supportive of this proposal and it was suggested that the facility be appropriately sign posted for tourists. It was therefore **RESOLVED** that:

**The Town Clerk be delegated authority to sign the Agreement on behalf of the Town Council.**

#### **22.11 Keystone Centre**

A revised specification for the feasibility study had been completed over the summer and was awaiting the comments of the District Council. This would lead to tenders being sought for the feasibility study to take the project forward. It was **RESOLVED** that:

**The update be noted.**

**23. TOWN COUNCIL PRIORITIES**

The Town Clerk presented a table which contained feedback from the member led exercise to identify priorities for the Council. The Committee proceeded to review the priorities that were within their remit and the Town Clerk provided clarification on a number of points. Members were broadly content with the priorities and it was noted that further detailed work would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. It was therefore **RESOLVED** that:

**The priorities identified within the remit of the Committee be endorsed and recommended to the Policy and Finance Committee for progression.**

**24. FINANCE**

The Committee received a report (previously circulated) highlighting significant variances from Budget in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

**The report be noted.**

**25. EXEMPT BUSINESS**

There was none.

The meeting closed at 8:50pm

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**CHAIR**

## **Littlehampton Town Council**

### **Non-confidential**

**Committee:** Community Resources

**Date:** 24<sup>th</sup> October 2019

**Report by:** Town Clerk

**Subject:** Museum Periodic Report

### **1. Summary**

1.1 The report contains:

- i. Museum Update.
- ii. Museum Shop recommendation
- iii. Visitor Figures
- vi. Museum Website update
- v. Project Update and Action Plan
- vi. Museum Acquisitions report

### **2. Recommendations**

2.1 The Committee is RECOMMENDED to:

- 1) Note the exhibitions and staffing updates
- 2) Consider and approve the recommended acquisitions of items listed in 4.
- 3) Note the shop update in 3.1.4 and approve next steps
- 4) Note the Website update in 3.3.1 and approve next steps

### **3. Background**

#### **3.1 Museum Update**

- 3.1.1 On the 14<sup>th</sup> September the Museum Team attended the Town Show, using the opportunity to showcase volunteering opportunities within the museum and update the public on the documentation project. The Museum team had a great afternoon engaging with people and have subsequently had around 5 expressions of interest in volunteering.
- 3.1.2 The OPEN Exhibition opened on Saturday 21<sup>st</sup> September. The preview was well attended by over 70 people all of whom had excellent feedback on the display and enjoyed the event. This year 127 pieces of art were chosen to be displayed with over 94 number of entrants and 217 pieces– a record breaking year for entrants – showing the popularity of annual exhibition. The exhibition will be on until December 13<sup>th</sup>.
- 3.1.3 The Museum team have started on their Butterworth Butterflies project, which forms part of the Places of Science Grant. A local artist has been invited to come in and study the butterflies and create artwork based on the collection. The artist has been working alongside staff and volunteers in the gallery from the 24<sup>th</sup> September.

### 3.1.4 Museum Shop

The Museum shop is an area that needs better management in order to improve the quality of stock, better control turnover and generate income. Much of the current stock is outdated or not in a saleable condition. The Museum have tried to reduce the level of old stock through lucky dips at events with limited success. To remedy the current situation, it is proposed that a clear Policy and Procedure be developed to assist with the management of the shop. This would include stock control, pricing levels and discounting procedures. This would allow the Museum to put some old items up for sale and clear space, get a clearer idea of popular items and start afresh with some new stock that will generate more income.

### 3.2 Visitor Figures.

3.2.1 Please see below the latest figures showing visitors to the Museum (footfall, plus visitors to events).

Year	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
2017	298	356	453	698	550	856	750	882	719	594	480	245	6,881
2018	562	567	576	651	604	1054	553	818	599	581	974	190	7,729
<b>2019</b>	<b>294</b>	<b>473</b>	<b>434</b>	<b>812</b>	<b>439</b>	<b>998</b>	<b>683</b>	<b>548</b>	<b>517</b>				<b>5,397</b>

### 3.3 Museum Website

3.3.1 The Museum website is currently being hosted by an external party. The owner of the server on which the website is hosted has given notice as the original agreement between himself and Museum has come to an end. He has offered to continue to host the website until the end of 2019 and into spring if needed. The Museum will need to explore new options for the museum website going forward. This will have a financial implication on the 2020 -2021 budgets and should be considered as part of the budget discussions. The best course of action would be to explore the option of moving the Museum website to the Town Council website. The Museum would like to create a brief with the help of the Marketing and Communications Officer and approach the Town Councils current provider to explore options.

### 3.4 Update on the Collections Documentation Project:

3.4.1 The project was slow to progress over August and September with planned staff shortages, a focus on the OPEN exhibition and caring for the collections within the Museum Storerooms. Despite this the current figure on MODES is 19009 This equates to **63.3% of the target figures of 30,000 objects**. Please see Appendix B for an update on figures. 20,000 items should be achieved by Christmas if the current level of staffing is maintained alongside volunteer involvement.

- 3.4.2 The first of the storeroom transformations was started during August and September beginning with the Record Card store. This small storeroom has now been fully equipped with collections management essentials that the museum was previously lacking making it easier for the team to carry out collections care tasks including re-boxing items. All paper-based museum documentation is now in one place within this store making it not only more secure but easier to access.
- 3.4.3 Four new volunteers are currently being recruited as Collection's Assistants who will work on the project and more advertising has just gone out to VAAC, Leicester Museum Jobs, the museum newsletter and social media and it is hoped to recruit more over the next couple of months.
- 3.4.3 Please see attached Appendix A the updated Museum Action Plan which shows progress.
- 3.4.4 As stated in the action plan the Art Storage review will commence in the coming months. The aim of this review will be to create a list of items for possible disposal and ensure that the remaining objects in the room are housed to professional museum standards and fully catalogued. As most of this room is fully catalogued it was originally hoped this would take place by the end of 2019 but it is now felt that this will be more appropriate towards the end of the project. Therefore, the Museum aims to produce a list of disposals for approval in February 2020, which would then allow for a suitable window of time following the disposals procedure as outlined in the Museum's collecting policy. The dates have been revised accordingly in the action plan.

#### **4. Museum Acquisitions Report**

- 4.1 The Museum has been offered some Railway Ephemera, some scouting memorabilia, a photograph and tax disc to add to the collection. The Museum was also recently offered a costume relating to the History of the Bonfire Society. These are listed in Appendix C with the Curator's recommendations.

#### **6. Financial Implications**

- 6.1 The activities for Places of Science will be covered by the Places for Science Grant money which is set at £875 and held in ear marked reserves.
- 6.2 The new acquisitions would require new boxes for storage and therefore there is an associated cost involved. New boxes are being purchased as part of the ongoing collections documentation project and this would come from the £10,000 collections management budget for 2019/2020.

Peter Herbert  
Town Clerk

Appendix A	RESPONSIBLE	STATUS	START	END	NOTES
Goal #1: Documentation of Collections					
Audit collection on MODES to create new project timeline and new action plan	CDO/Curator	Complete	May 2019	August 2019	<ul style="list-style-type: none"> <li>• action plan updated to be approved by Town Clerk.</li> <li>• New timeline to be created</li> </ul>
All Items in the collection accessioned and correctly entered into MODES to SPRECTRUM 5.0 standards.	Museum Team	In progress	2016	Spring 2021	<ul style="list-style-type: none"> <li>• Monthly Museum Team target of 1,000 records created on MODES</li> <li>• Individual staff targets monitored weekly</li> <li>• Weekly spot checks undertaken of records made to ensure high standards</li> <li>• Regular review of Action Plan progress at CRC.</li> </ul>
Newly accessioned items to be recorded within 6 weeks	Museum Team	In Progress	May 2019	December 2019	<ul style="list-style-type: none"> <li>• Curator and CDO to look at acquisitions procedure.</li> <li>• Team to ensure all items are processed in a timely manner to avoid adding to backlog.</li> </ul>
Goal #2: Collections Management and Storage					
Make use of temporary storage space - Gladden Room	Curator	In progress	May 2019	Spring 2020	<ul style="list-style-type: none"> <li>• rearrange space to better suit collections storage</li> <li>• Move items to Gladden that are to be deaccessioned.</li> </ul>
Create plan and Budget for use of £10,000 collections management budget	CDO/Curator	Complete	July 2019	September 2019	<ul style="list-style-type: none"> <li>• Create a plan for use of 10,000 budget to be able to improve collections care and storage within the building.</li> </ul>
Art Storage to be reviewed in 2019/20	Curator	In Progress	May 2019	February 2020	<ul style="list-style-type: none"> <li>• Focus on objects to be highlighted for disposal at end of project to free up storage space.</li> <li>• The Curator has started to look at this and has started by focusing on addressing the current storage within the room. This will be a focus for October, November and December.</li> <li>• Objects for disposal will be addressed once all the objects in the room are fully catalogued. At present there are a number</li> </ul>

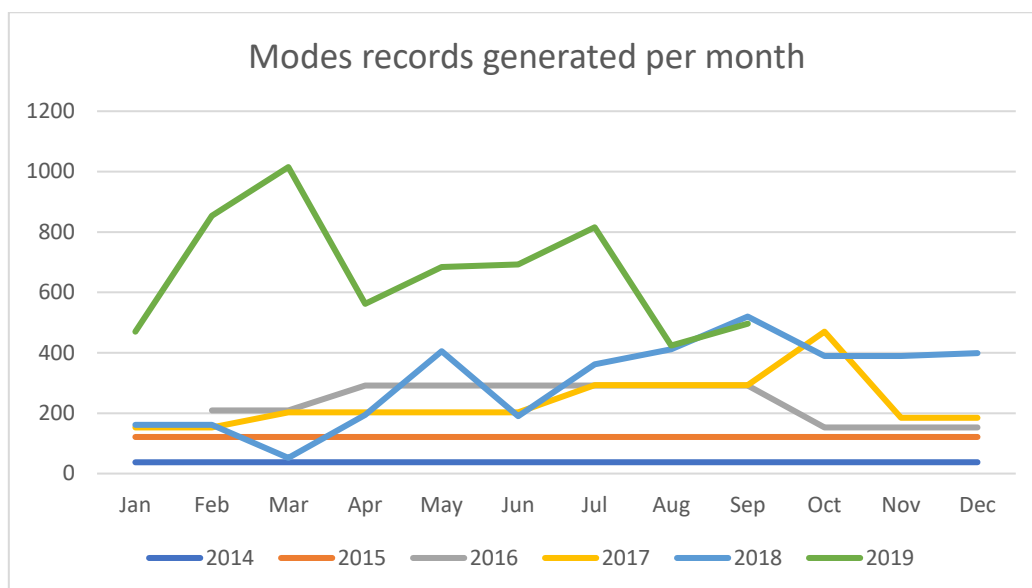
					<p>of boxes within the room that remain to be catalogued. Which will be a focus for the Archives and Exhibitions officer to catalogue once the reference book collection is complete later this month.</p> <ul style="list-style-type: none"> <li>• A list of objects for possible disposal should be submitted to CRC in February 2020 – the process for disposal can then take up to six month following the Museum's Associations Code of Ethics and disposal guidelines from the Museum's collecting policy.</li> </ul>
Goal #3: Museum Staff and Volunteers					
Museum staff and volunteers trained to use MODES	CDO	Complete	2018	May 2019	<ul style="list-style-type: none"> <li>• Staff training delivered in house by CDO</li> <li>• New Volunteers trained on project delivery as part of induction</li> <li>• New MODES updates disseminated to team</li> </ul>
Museum Staff trained in good practice of packaging items.	Curator	In Progress	2018	December 2019	<ul style="list-style-type: none"> <li>• team trained inhouse by other members of the team but Curator to explore more formalised training.</li> </ul>
Museum staff trained to inventory mark objects	Curator	Complete	2018	April 2019	<ul style="list-style-type: none"> <li>• Instructions saved G drive for future reference and Curator/CDO doing regular checks.</li> </ul>
New volunteer pack created	CDO	Complete	2019	August 2019	<ul style="list-style-type: none"> <li>• create a new set of forms and admin for volunteer recruitment and induction.</li> </ul>
Update and improve volunteer management policies	Curator	Complete	July 2019	September 2019	<ul style="list-style-type: none"> <li>• look at volunteer journey and create plans for volunteer journey including volunteer exit procedures etc.</li> <li>• New volunteer policy to be created</li> </ul>



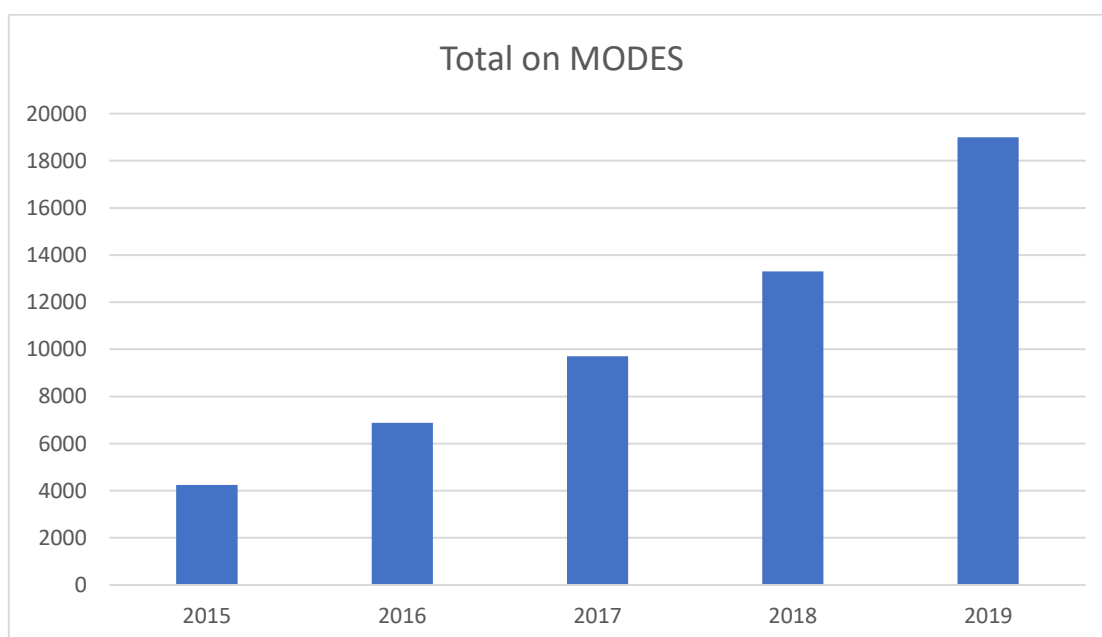
					<ul style="list-style-type: none"> <li>All Policies created and new process now in place.</li> </ul>
New volunteer recruitment	Curator	In Progress	May 2019	December 2019	<ul style="list-style-type: none"> <li>new role profiles created and sent to Chichester uni, more to be sent to VAAC and website updated. Work experience projects to focus on CDP.</li> <li>Use Town show to recruit new volunteers.</li> </ul>
Staff team training requirements monitored	Curator	In progress	May 2019	Ongoing	<ul style="list-style-type: none"> <li>Museum Staff Team to be assessed by the Curator as part of 1:1s and appraisals</li> <li>New induction documentation on correct methods of working with the collection to be provided to new Staff &amp; Volunteers.</li> <li>Periodic spot checks to be made of Volunteer's work to ensure the integrity of the collection.</li> </ul>
Goal #4: Plans and Policies					
Submit new Plans and Policies to CRC ahead of Museum Accreditation.	Curator	Complete	May 2019	September 2019	<ul style="list-style-type: none"> <li>write new policies and plans that need to be submitted for museum accreditation and submit to CRC for approval in September. Draft, Review and submit.</li> <li>Plans all prepared and ready to be submitted to Museum Accreditation.</li> </ul>
Create a rolling action plan and submit to CRC	Curator	In progress	May 2019	On going	<ul style="list-style-type: none"> <li>Create a draft Action Plan for the CDP</li> <li>Liaise with TC/ATC on any amendments prior to submission to CRC</li> <li>Submit target data against Action Plan for each CRC Committee meeting to ensure Project remains on track</li> </ul>
Housekeeping policy to be created	Curator/TC/AEO	Complete	July 2019	September 2019	<ul style="list-style-type: none"> <li>Archives and Exhibitions officer to create Benchmarks in collections care to inform new care and conservation plan.</li> <li>Curator and TC to create new Housekeeping Policy.</li> </ul>
Goal #5: Budget and resources					

CRC to supply resources needed to complete the project	CRC	Complete	2018	April 2019	<ul style="list-style-type: none"> <li>Earmarked reserves for collections management for 2019/2020 budget</li> </ul>
MODES to be upgraded	CDO	Complete	June 2019	June 2019	<ul style="list-style-type: none"> <li>New updates facilitated by CDO</li> <li>Changes to use of MODES disseminated by CDO</li> <li>CDO to maintain good communication links with MODES team</li> </ul>
Goal #6: Sharing our work					
Share work online via Social media and website	Museum Team	Ongoing	2016	2021	<ul style="list-style-type: none"> <li>Regularly update website with information on the project.</li> <li>Update subject areas with more information when possible.</li> <li>Regular social media posts relating to the project.</li> </ul>
Work in front of the public and organise opportunities for engagement	Museum Team	Ongoing	2016	2021	<ul style="list-style-type: none"> <li>Work in the Butterworth in front of the public, showcasing the project work.</li> <li>Organise events and activities to highlight the project.</li> </ul>
Temporary displays of new objects/CDP discoveries	Museum Team	On going	2016	2021	<ul style="list-style-type: none"> <li>Update displays with new objects as part of the project.</li> </ul>

## Appendix B: Collections Documentation Project Stats






Lower Numbers over August and September due to low staffing and volunteer levels and set up and launch of the OPEN exhibition.






Current Total = **19009 records on MODES** at the time of writing which represents **63.3% of the 30,000 target** for the project.

## Appendix C

	Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy
1.	<p><b>Littlehampton Railway Ephemera</b></p> <p>4 items including:</p> <p>1 x E.M.U.T Roster  1x British Railways Rulebook 1950  1 x Guard Report from 1986  1 x Note from Train manager regarding delay at Hove.</p>		<p><b>Recommendation:</b>  <b>Accept</b></p>	<p>Directly linked to Littlehampton Railway history.</p> <p>This would add to our Littlehampton Railway collection – given the donors knowledge which would enhance the records for these objects.</p>

2.	<b>Scout Belt buck and scout neck toggle</b>		<b>Recommendation: decline</b>	<p>Whilst these items belonged to a scout within Littlehampton – they are part of a national uniform and this means that they are well represented within other collections including the National Heritage Centre for the scout association. It is unlikely that they would be used in a display as Scouting is already well represented within the Museum collection.</p>
3.	<b>Tax disc from 2014</b>  One of the last Tax disks to be purchased in Wick post office before they stopped being used on cars in the UK. It was purchased from Wick post office which closed shortly after the disc was purchased.		<b>Recommendation: Accept</b>	<p>This tax disk represents the end of a national scheme and may be an interesting element for a transportation display in the future – certainly in the future it will mark a point in history. It was also purchased from Wick post office which is now closed so plays a part in the history of Wick. It's a good piece of transportation history.</p>

4.	<b>Photograph of the Belloc Road Junior Conservation Group planting a wildflower Garden</b>		<b>Recommendation:</b> <b>Accept</b>	An interesting photograph which appears to be from a newspaper photographer showing the Mayor with the Belloc Road Junior Conservation group planting a wildflower garden. This should be accepted as it shows the history of groups supported by the Mayor.
5	<b>Indigenous American costume worn by a member of the Littlehampton Bonfire Society – 1950-1960s</b>	 	<b>Recommendation:</b> <b>Accept</b>	This donation was offered to the Museum by a Littlehampton Family who would like to see this piece go to a good home. It was worn by a member of the Littlehampton Bonfire society and represents an indigenous American, the waistcoat was adapted from an earlier costume also worn at the bonfire. Her Father was one of the founding members of the society. This would complement some later costumes we have from the society as well as documentation and photographs we have about the society. It would make an interesting display in the future.

## Littlehampton Town Council

### Non-confidential

**Committee:** Community Resources  
**Date:** 24<sup>th</sup> October 2019  
**Report by:** Town Clerk  
**Subject:** Museum Accreditation Report

#### 1. Summary

- 1.1 The report contains and update on the progress with the Re-Accreditation work.

#### 2. Recommendations

- 2.1 The Committee is RECOMMENDED to:

- 1) Approve the Policies attached in the Appendix B -D
- 2) Otherwise note the report.

#### 3. Museum Accreditation – Remaining Policies for Approval

- 3.1 As part of the ongoing work towards Re Accreditation of the Museum further changes to some existing policies are required. In addition, further policies have been developed which require approval by the Museum's governing body. Below is a list of the remaining Policies to be approved alongside any changes to previously approved policies that need to be reapproved.

- 3.2 **Forward Plan – Appendix B.** An environmental statement has been added to the Forward Plan which reflects the adopting by the Town Council of an Environmental Policy This statement reflects the Museum's commitment to this Policy.

- 3.3 **Documentation Plan Appendix C–** There has been a minor change to the Documentation Planning section reflecting the Spectrum 5.0 requirements. Spectrum 5.0 is the professional museum standard which accredited museums must adhere to, as this has been recently changed all documents must reflect that we have updated our procedures accordingly.

- 3.4 **Emergency Plan. – Appendix D** This plan has been revised to make it more coherent in an emergency as it will be used by both by Town Council Officers and the Emergency Services.

The plan is divided into two parts. Sections 1-5 (Appendix C) outline the purpose of the plan, how it will be used, updated and how officers will be trained to use it.

Sections 6-8 explain in more detail how to react to different scenarios, key contacts, buildings plans, and guidance on the safe handling and care of museum objects and salvage coordination. These sections contain confidential information relating to individuals which is likely to reveal the identity of individuals (scheduled 12A, Sections 1 & 2 Local Government Act 1972) and is attached as a confidential Appendix on this agenda.

- 3.5 **Next Steps and Accreditation return decision –** The accreditation return must be fully submitted to the arts council by 31<sup>st</sup> October. A full list of the Policies, Plans and evidence submitted can be found in **Appendix A**. The Museum will receive an acknowledgement once

submission is complete with an expected timeframe for a decision. The Arts Council will review the submission via a committee and potentially accessors may choose to visit the museum before a decision is reached. Once the panel has met the museum will receive a decision within 2 weeks. The first panel meeting after the Museum's submission deadline is the 13th November which would mean we should expect to hear by the 27<sup>th</sup> November if the submission is included in that session.

#### **4. Financial Implications**

4.1 There are no financial implications associated with Museum Accreditation.

### **Appendix A- Plans, policies and evidence needed for submission to Arts Council England.**

Deadline 31<sup>st</sup> October 2019.

#### **Documents for Committee approval:**

<b>Document Name</b>	<b>Officers Responsible</b>	<b>Committee</b>	<b>Meeting date</b>
Forward Plan	Curator	CRC	5 Sept 2019
Collections Development Policy	Curator	CRC	5 Sept 2019
Documentation Policy	Curator	CRC	5 Sept 2019
Access Policy	Curator	CRC	5 Sept 2019
Care and Conservation Policy	Curator	CRC	5 Sept 2019
Emergency Plan	Crator	CRC	24 Oct 2019
Volunteer Policy	Deputy Town Clerk/RFO	PNP	29 Aug 2019

#### **Additional Documents/evidence needed for submission:**

<b>Document Name</b>
Audience Development Plan
Security risk assessment/audit
Care and Conservation Plan
Documentation Plan
Documentation Manual
Documentation Project Plan
Access Plan including evidence of Access Audit
Scheme of Delegation to Committee
Scheme of Delegation to officers
Workforce organisational chart
Signed Evidence of approval of Policies -i.e. Signed Minutes
Volunteer agreement
Evidence of Museum Governance or Constitution i.e. relevant Local Authority Act.
Budget evidence for past 3 planning years and next planning year.



# Forward Plan

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LITTLEHAMPTON MUSEUM, 2019-2021

Charlotte Burford  
| MUSEUM CURATOR



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## **1. Introduction**

### **1.1 Statement of Purpose**

Littlehampton Museum is a cultural service provided by Littlehampton Town Council to promote the history and culture of Littlehampton. The Museum will collect, conserve and interpret its collections, providing appropriate access and care according to Professional Museum standards. The museum will seek to engage a wide audience through a varied programme of exhibitions, events, outreach and online engagement.

### **1.2 Background**

Littlehampton Museum is housed in the Manor House building located in the centre of the town and is easily accessible by rail, road and bus. It is home to five permanent galleries and two temporary exhibition spaces in which the museum holds temporary exhibitions throughout the year.

Founded in 1928 by the Littlehampton Natural Science and Archaeology Society, the Museum's first home was at the Littlehampton Library, with Mr. E. J Hearne taking charge as the first Curator. Mr. Hearne stayed with the Museum until 1946 when he was succeeded by Mr. George Shorter. Under Shorter's care, in 1965, the Museum moved to a new location in River Road, in a building once home to the prominent merchant family, the Robinsons. It remained there for 26 years. In 1991 the Museum was taken over by Littlehampton Town Council and moved to its current location in Manor House.

In 1998 Littlehampton Museum was awarded a £250,000 grant from the Heritage Lottery Fund, and the money was used to refurbish the galleries and make the museum more enjoyable and accessible for all. In 2010 the Museum's permanent displays were re-designed, and interactive elements to the gallery were introduced.

In 2018 Littlehampton Town Council recognized that a significant documentation backlog existed as well as a problem with museum storage. As a result, the council provided the museum team with the resources to start a documentation project which continues today.

### **1.3 Production of the Forward Plan**

In December 2018 a Working Group was formed to discuss the future priorities of Littlehampton Museum. It consisted of councillors from the Community Resources and Property and Personnel Committees of the Town Council, who have oversight of the Museum and responsibility for staff and property respectively. The working group particularly focused on the recommendations made by two interim Curators (2016-2018) who had been covering spells of maternity leave as well as the thoughts of the museum team. As a result of the working group a number of recommendations were made and an action plan created. The action plan forms the basis of the new Aims and Objectives for the Forward Plan 2019-2021.

## **2. Current Situation**

### **2.1 Collections**

In 2016 it was identified that a significant collections documentation backlog was preventing the Museum from caring for its collections as it would wish. It was also creating a challenging environment for creating exhibitions or answering public research enquiries. In order to address this, the Curator at the time created a collections documentation project plan to begin to tackle this backlog.

In 2018 the Town Council agreed that the Museum team decrease their current audience engagement activities to be able to focus on the collections documentation project.

The current exact number of museum objects within Littlehampton Museum is unknown. An approximation based on paper documentation records and a stores audit is 30,000 objects. At the time of writing there are 17,100 records on the MODES database with the team continuing to add around 700 records each month, reconciling old paper documentation with current locations. The current 'Documentation Project Plan' is updated regularly and can be found within the Appendix of this forward plan.

The collecting district (as laid out in the Collections Development Policy) for Littlehampton Museum covers Littlehampton, Climping, Angmering, Poling, Lyminster, Ford, Middleton-on-Sea, Felpham, Yapton, Barnham, Walberton, and Eastergate. Although these boundaries have always been well understood, the Museum does house items relating to areas outside of this district, which will be reviewed as part of the ongoing collections documentation project. It is hoped that the Museum will be able to transfer some items into other local museums to whom the objects would be more relevant.

The collections are all stored within the Manor House, which is a grade II listed building. Some of the storage areas are far from appropriate for museum objects and staff have made their best efforts to improve this. More needs to be done. Many of the spaces see large fluctuations of Relative Humidity (RH) and Temperature, the basement stores are damp and mould remains a concern as well as dirt and dust from the basement ceiling which falls on boxes and objects. The care and conservation of the collections is outlined in the Museum's 'Care and Conservation Policy and Plan'.

The Museum collections feature the following areas:

1. Archaeology
2. Social History
3. Maritime
4. Documents

5. Newspapers
6. Books
7. Photographic Prints and Negatives
8. Fine Art (Paintings, Drawings and Engravings)
9. Maps and Plans
10. Geology/Minerals
11. Natural History
12. Cameras/Projectors
13. Textiles/Costumes

## **2.2 Audiences & Environment**

Littlehampton is a seaside resort town and civil parish in the Arun District of West Sussex, England, located on the east bank at the mouth of the River Arun. It lies 51.5 miles (83 km) south southwest of London, 17.5 miles (28 km) west of Brighton, and 11 miles (18 km) east of the county town of Chichester.

The parish covers an area of 11.35 km<sup>2</sup> (4 sq mi) and has a population of c.30,000 persons (2001 census). The Town includes other settlements such as Wick in the north west and Lymminster to the north. Wick and Toddington became part of the town in 1901. The Town is also the westernmost settlement of the 12th largest urban area in the UK, the Brighton/Worthing/Littlehampton conurbation, a region encompassing some 461,181 people (2001 census).

Littlehampton is a seasonal seaside resort town and experiences a much higher visitor input during the period May-September. As a tourist attraction, the Museum is considerably busier during this time.

At present, very few audience development or visitor surveys have been completed. The curator has recognised the need to work more on this area and an interim 'Audience Development Plan' has been developed (Appendix A) with a view to a longer term plan being developed at the end of the collections documentation project. The museum team are aiming to undertake visitor feedback during the collections documentation project in order to better inform future programmes and events. The population of the town is varied, we can say anecdotally based on observation that on balance the majority of visitors to the Museum reflect the high level of retired people and young families who have taken advantage of affordable housing in the area. An aim of the audience development is to identify our current user groups and develop new audiences in the future.

The museum team advertise the Museum in a variety of local publications and work with the communication and events team within the Council to ensure that the Museum is included in local tourism advertisement. The museum team also attend town events such as Armed Forces Day and the Town Show and Family Fun Day– taking handling collection and displays to share with the local community.

Displays within the Museum are aimed at a mixed audience with museum text/interpretation generally aimed at adults over the age of 12. For children under this age paper trails resources can be picked up from reception to help our younger audiences engage with the collections on display.

A temporary exhibition space within the galleries allows for a changing exhibition programme that can fit small exhibitions either put together by the curatorial team, touring exhibitions or local artists wishing to exhibit their work. In the past a large number of exhibitions have been put on but this has been scaled down to a more realistic four per year to include exhibitions of school art work and an open exhibition for local artists. A longer time frame will give more people the opportunity to see exhibitions whilst still encouraging repeat visits as well as freeing up staff time and resources to work on collections management.

## **2.3 User Services**

The Museum has a small shop, which stocks books on local history and Littlehampton Local History Society monographs alongside prints of the local area, postcards, gifts and stationery.

Visiting researchers can request to view items of the collection and the museum team will make space available for them to study objects with advance warning.

The Museum has a busy enquiries service, with staff answering enquiries on a variety of subjects from local studies to family history queries.

The Museum's 'Access Policy' outlines the Museums intent to provide and develop the museum service for different audience types.

Education and outreach are an active part of the museum service. Loan boxes can be hired by schools which contain handling collection alongside lesson plans and information to support curriculum-based learning. Self-led Education visits are also supported with resources which can be found on the museum's website.

## **2.4 Staffing**

The museum team is currently staffed with 2.7 full time equivalent. The team consists of one full time Curator (at time of writing the post is an interim position covering Documentation Project Manager and Curator until Nov 2020), 2 x Archives and Exhibitions officers working as a job share (with 1 additional day to help with the project until March 2020), one part time Collections Documentation Officer (funded for the duration of the project until March 2021 – 2 days a week), and one Saturday assistant working 5 hours a week. There are currently 7 volunteers who work throughout the week – they are currently

all focused on museum documentation. The Museum hopes to recruit more volunteers to focus on all areas of the museum including collections management and engagement.

## **2.5 Premises**

Littlehampton Museum is housed with the Town Council in the Manor House building located in the centre of the town, which is Grade II listed.

All running costs associated with the Museum space in the building are administrated by Littlehampton Town Council. The Town Council recharge the Museum for overheads. Details of this arrangement can be found in the financial information section.

## **2.6 Environmental Sustainability**

Littlehampton Museum is committed to providing a cultural service for the Town of Littlehampton that is sustainable and which aims to minimise the environmental impact of its operations.

To meet our environmental commitment the Museum will:

- Adopt the best operational practices to reduce environmental impacts of the Museums activities and policies.
- Minimise waste from exhibitions and events by designing them to maximise reuse potential and use materials with a lower environmental impact.
- Ensure environmental, including climate change, criteria are taken into account in the procurement of goods and services.
- Consider environmental factors in the Museums decisions and activities including giving due consideration to environmental issues and energy performance in the design, refurbishment, and use of our buildings which includes exhibitions and activities
- Encourage and develop The Museum's employees, volunteers, partners and stakeholders to conduct their activities in an environmentally responsible manner.
- Promote walking, cycling and public transport to visitors, staff and event suppliers.
- 

This is in line with Littlehampton Town Council's Environmental Policy.

## **3. Review of previous Forward Plan (2013-2018)**

The previous plan was updated in 2013 in light of the upcoming accreditation return. This plan focused on the development of a new education programme, developing the collections through potential disposals and improving collections information and storage. An update on all parts of this plan have been given below.

	<b>Key Aim</b>	<b>Objectives</b>	<b>Resource Plan</b>	<b>Update/Report</b>
1	To research and develop the current education provision,	To complete Phase 1 of the Education	Completion of Phase 1: October 2013. Museum	The Museum participated in Coast Ed

	and put in place a new strategy in line with regional practice.	<p>Consortium Project.</p> <p>To submit a funding application to Arts Council England for Phase 2 of the Project.</p>	<p>Curator has committed 10 days staff time as contribution in kind.</p> <p>Funding submission: Project Manager recruited for Phase 1, will submit Phase 2 funding application in consultation with the Museum Curator by October 2013.</p>	programme with Worthing Museum which ended in 2017.
2	To achieve and retain Accreditation Phase Two.	Complete submission by 28 <sup>th</sup> July 2013.	<p>Museum Staff Team to complete all necessary preparation, and Museum Curator to complete the online submission.</p> <p>Preparation: 4 calendar months</p> <p>Online Submission: 2-3 days.</p>	<p>Museum accreditation return was awarded in 2014. Due to changes to the Museum accreditation scheme the next submission return was scheduled for August 2019. Due to multiple changes in staffing as a result of maternity leave and eventually a Curator vacancy 2019 submission has been postponed to October 2019.</p>



3	To re-house the geology, and rare moth and butterfly collection in new storage containers. External funding will need to be applied for to achieve this.	<p>Research costs and potential locations for collection.</p> <p>Apply for funding/allow for expenditure in line with Museum budget planning cycle.</p> <p>Purchase new storage for the collection.</p>	<p>Research phase: December 2013 – February 2014</p> <p>Budget phase: LTC budget cycle preparations Sept/Oct 2014 or acquire external funding.</p> <p>Acquisition: Spring 2015.</p>	This project was not achieved however the team was successful in achieving a grant to help with this in early 2019. This aim is to be carried forward.
4	To return the long term loan of the Williams Camera Collection, or agree a suitable new home for it with the donating family. This will free up storage facilities in the Manor House basement.	<p>To locate family Williams family members and request the return of the long term loan.</p> <p>To transfer the collection back to the Williams family or other suitable repository.</p>	<p>Research phase: Spring 2014.</p> <p>Transfer of archive: Dependent on outcome of objective 1.</p>	This project was put on hold as a result of the Collections Documentation project. Much of the research was done and it is hoped we can return or deaccession this collection once the full documentation process is finished and legal ownership of the collection can be fully established. A wider goal of identifying items for deaccessioning will feature in the new forward plan.
5	To obtain new storage containers	To ascertain the location for the	There is currently no space for the	This project was again put

	for the map collection, currently not appropriately stored.	<p>new map storage cabinet.</p> <p>To research potential funding streams for new storage.</p> <p>To acquire new storage.</p>	<p>required additional storage. Further storage may become available due to LTC acquiring land neighbouring Manor House, which in the future may hold a new facility with storage provision. This should be ascertained by the budget planning cycle in Sept/Oct 2015/16.</p>	<p>on hold until the completion of the collections documentation project. After initial reviews and possible deaccessioning the storage provision for collections in manor house will be reviewed.</p>
6	To complete transferring the 'Building History' project information onto disk and digital database for public access and staff use.	<p>To continue to digitise the 'Building History' Project archive.</p> <p>To provide a printed copy of the archive for the use of Museum Staff and Museum visitors.</p>	<p>Digitisation: Ongoing. Should be completed by the end of 2014. Work is currently being completed by a part time Volunteer who works at the Museum on a 1 day a week basis.</p> <p>Printed copy: Once the digitisation is completed, a printed copy can be made available, c. Spring 2015. This can be achieved within the Museum's Collection Management</p>	<p>This database was completed in 2014 and is now used for enquiries and research. We are hoping to continue to use this by uploading onto MODES.</p>

			budget, which is currently set at £500 for 2013/4.	
7	To continue with the re-archiving of the document collection into themed subject indexes, and adding them to the MODES database.	Continue with the current arrangement for archiving the document collection.	<p>This is a long term project, which the Archives &amp; Exhibitions Officer and the Archivist Volunteer work on together.</p> <p>Archivist Volunteer: 3 hours per week.</p> <p>Archives &amp; Exhibitions Officer: As able, currently approx. 1 day in 20.</p>	The first part of this project was completed by 2016 and the adding of the documents onto the CMS continues today as part of the CDP.
8	To explore the possibility of a stand alone website for the museum.	To explore financial options, to make contact with website development businesses, to report to the CRC findings.	<p>Research phase: Oct 2013 – March 2014.</p> <p>Report to CRC in June 2014.</p> <p>Potential impact on the budget cycle 2015/16.</p>	<p>This website was launched in 2015 and continues to be managed and updated by Museum staff.</p> <p>This website will be reviewed and potentially moved to a new platform as part of the new forward plan so that the museum can showcase its collections online which is not currently possible with</p>

				the current website.
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A great deal was achieved in collections management under this plan and much of the work has highlighted the need for more in depth work on collections documentation. This led to creating the collections documentation project in 2016 and to the formation of the working group to discuss museum priorities and future work. The parts of this plan that have either ceased to continue or were not completed, highlights a need for more future proofing within project plans, risk assessments and succession planning. Other projects including the building history project and the website have done a great deal to improve collections knowledge and access. It is hoped that the new key aims for 2019-2021 will continue to address gaps in collections knowledge, collections care and documentation.

#### **4. Key Aims 2019-2021**

The action plan produced by the 2018 working group forms the basis of these Key Aims. Due to the current position of the Museum, the Council have asked that the museum is focused on making improvements in several key areas that include: Collections Documentation, Collections Management, Storage, Conservation and volunteering. The aim is that before the end of 2021, when the collections documentation project is due for completion, the museum will be able to review its current position and decide on the future direction including any further prospects for collections development opportunities to improve display and interpretation, and making the collection more accessible to all audience segments. To enable the Museum team to focus its energy and resources on the project the Council have agreed a minimised exhibition programme and scaled back museum events.

Full details of the Documentation Project can be found in the Collections Documentation Project Plan, Documentation Policy, Documentation Manual and the Documentation Plan. Full details of improvements to collections management can be found within the Care and Conservation Policy and Plan.

<b>Key Aims/Objective</b>	<b>How we will achieve this</b>	<b>Resources needed.</b>
1. Banish the backlog in collections documentation by completing a full inventory of the collection and adding all items onto the CMS system (MODES).	<ul style="list-style-type: none"> <li>• Audit of the collection to establish what still needs to be added to the system.</li> <li>• Regularly review and update Documentation Project plan.</li> <li>• Ensure all records meet minimum standards as set out in SPECTRUM 5.0.</li> <li>• All new accessions should be</li> </ul>	<ul style="list-style-type: none"> <li>• Interim Collections and Documentation Project Manager combined with Museum Curator role – Salary to be taken from Museums Salary Budget.</li> <li>• Collections Documentation Officer role (temporary until March 2021) - Salary to be taken</li> </ul>

	<p>catalogued within 6 weeks.</p> <ul style="list-style-type: none"> <li>Recruit and train new volunteers to help assist with project work.</li> <li>Transform temporary exhibition space into a collections documentation project hub.</li> </ul>	<p>from Museum Salaries budget.</p> <ul style="list-style-type: none"> <li>Update planned for MODES – Collections Management budget.</li> <li>Current museum team to dedicate time to document items as part of their working week.</li> <li>New equipment to aid cataloguing including laptops, cameras, scanners, photography equipment to be purchased. £10,000 allocated in Collections Management budget in 2019/20 to help improve collections management as well as normal £700 collections management budget in 2020 – 2021 budget year.</li> <li>Provision of Butterworth gallery to be used as a Documentation Hub – providing additional space for team/volunteers to work on cataloguing.</li> </ul>
2. Review the current Storage problem and make improvements to current storage arrangements.	<ul style="list-style-type: none"> <li>Review current storage concerns creating a report that recommends future areas for improvement.</li> <li>Create a temporary store within the building that can be used when</li> </ul>	<ul style="list-style-type: none"> <li>Town Council to provide a room to be used for temporary storage (Gladden Room)</li> <li>£10,000 provided for improving collections management during 2019 – Collections</li> </ul>

	<p>repacking or moving collections (Gladden Room)</p> <ul style="list-style-type: none"> <li>• Create a new store room in current reading room (Stanford Room) – creating a room that be used as Object Storage as well as providing a work space.</li> <li>• Identify objects that can be moved from overcrowded storage spaces.</li> <li>• Purchase new museum/archive grade packing materials to re pack boxes where Budget allows.</li> <li>• Create a collections review – using a numbered scoring system highlight objects that may be suitable for deaccessioning and transfer</li> <li>• Create a report highlighting possible disposals list to be put forward to the Community Resources committee (CRC) to approve.</li> </ul>	<p>Management Budget 2019/20.</p> <ul style="list-style-type: none"> <li>• Staff time needed to help with repacking boxes and moving objects.</li> <li>• Time from Council Amenity Team to help with any changes to the Stanford room to adapt it to a new object store.</li> <li>• Volunteer time – new volunteers to be recruited to help with collections management tasks such as reboxing objects.</li> <li>• Staff training – staff need refresher training on storage and packing – approach MDO and other museum contacts to arrange training.</li> </ul>
<p>3. Create a new care and conservation plan, train staff in preventive conservation practices and implement housekeeping routines.</p>	<ul style="list-style-type: none"> <li>• Complete a new Benchmarks in collections care (last one completed in 2016).</li> <li>• Create a new conservation planner which outlines all of the preventive activities throughout the year – planning them</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time for completing paperwork.</li> <li>• £10,000 budget for improving collections management,</li> <li>• Training both in house and from external trainer (Curator to arrange</li> </ul>

	<p>around other things such as Exhibitions, events and school holidays.</p> <ul style="list-style-type: none"> <li>• Rewrite care and conservation policy ready for accreditation return in October 2019.</li> <li>• Rewrite Care and Conservation Plan ready for accreditation return in 2019.</li> <li>• Purchase new equipment to help team to complete conservation tasks.</li> <li>• Recruit a new volunteer to help with Preventive conservation.</li> <li>• Train staff and volunteers in collections care and preventive conservation.</li> <li>• Create a new area where collections management tools can be stored to make the job easier and more enjoyable for staff.</li> </ul>	<p>training – potentially as an exchange with previous employers or through MDO).</p> <ul style="list-style-type: none"> <li>• Volunteer time.</li> </ul>
<p>4. Audience Engagement. Create a more realistic programme of exhibitions and events. The main aim is to share the results of the collections documentation project with the public, whilst still providing an educational cultural</p>	<ul style="list-style-type: none"> <li>• Exhibitions programme to be minimised and more collections focused exhibitions to be part of regular programming</li> <li>• Share work on the project online via the website and social media channels.</li> <li>• Work in front of the public in the galleries – sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Gallery space updated with racking and photography equipment (to be purchased using the collections management budget).</li> <li>• Exhibitions budget used for creation of new exhibitions</li> </ul>

resource for the wider community.	<p>the project work through object handling and displays.</p> <ul style="list-style-type: none"> <li>• A new programme of talks to be devised that centre around the collections and discoveries made as part of the project.</li> <li>• Feature the progress of the project in the newsletter on a regular basis.</li> <li>• Create object handling sessions as part of regular programming – recruit a volunteer team to help.</li> </ul>	<ul style="list-style-type: none"> <li>• Some staff time for programme of talks and events.</li> <li>• Volunteer time.</li> </ul>
5. Improve the volunteering experience	<ul style="list-style-type: none"> <li>• Curator to create a new volunteering policy – ensuring that all parts of the volunteer journey from application and induction to exit are covered.</li> <li>• Create a new way of communicating with volunteers</li> <li>• Find new ways to thank volunteers for their contributions to the project and celebrate milestones with them.</li> <li>• New system of volunteer supervising to take place with each member of the museum team taking responsibility for managing volunteers – which</li> </ul>	<ul style="list-style-type: none"> <li>• Training for staff team from Curator on volunteer management</li> </ul>



	should help volunteers to feel more supported.	
6. Improve storage, documentation and knowledge for rare moth and butterfly collection (Places for Science grant project)	<ul style="list-style-type: none"> <li>• Staff to attend training session at Portsmouth museum of natural history.</li> <li>• All items to be catalogued and added to MODES</li> <li>• Objects removed from current cramped storage conditions and fully condition checked and relocated to new more appropriate store room.</li> <li>• Seek advice from conservator to assess potential for remedial conservation in the future.</li> <li>• Find opportunities for engagement with the public through display cases – object sessions and activity days.</li> <li>• Recruit and train new volunteers to help with cataloguing and identification of collection.</li> </ul>	<ul style="list-style-type: none"> <li>• Royal Society grants – awarded 2018.</li> <li>• Training from external provider – paid for out of grant money.</li> <li>• Help from MDO regarding possible storage options.</li> <li>• Staff time to work on the project</li> <li>• Volunteer time.</li> <li>• Some budget from collections management budget to improve storage.</li> </ul>
7. Audience Development – discover more about our current users and visitors in order to create future plans for developing our audiences	<ul style="list-style-type: none"> <li>• Undertake user surveys to establish what it is that our users want from the museum as a resource as well as establishing who our core audience is at the moment and what users we would like to attract.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time to undertake surveys</li> <li>• Printing for feedback sheets and or survey questionnaires.</li> </ul>

	<ul style="list-style-type: none"> <li>• Gather feedback from visitors during 2019/2020/2021 exhibitions, talks and other events – this will hopefully provide useful information on what works well and what other opportunities the museum could explore.</li> </ul>	
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## **5. Financial Information**

The operating budget as outlined below, is reviewed annually by the Curator, Town Clerk and the Deputy Town Clerk and Responsible Financial Officer, whose recommendations are taken to the Community Resources Committee, who recommend to the Policy and Finance Committee. The final operating budget for the year is set in January and operates from April-March. After the operating budget has been set, additional funds can only be made available for unbudgeted projects via the Community Resources Committee, after recommendation to the Policy and Finance Committee, as supplementary estimates from reserves.

Donations are made to the Museum through the donations collection point in reception. These are transferred to earmarked reserves and can be utilised by the Museum.

### **5.1 Operating Budget**

The Museum's operating budget for 2019/20 and 2020/21 is set out below. This is subject to an annual review, and does not include income from museum sales, loan boxes, exhibition commissions. Income from these is c.£1,025 per annum and offsets expenditure. Donations are also excluded

<b>Budget Heading</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
Museum Stock	250	250
Collection Management	10,000	1,700
Exhibitions	500	600
Education & Outreach	150	150
Museum Events	500	1,000
Salaries	84,020	83,435
Volunteers	125	125
Postage	100	100
Advertising	1,850	1,850
Printing	990	990
Subscriptions	520	530
Building Maintenance	700	700
Hospitality	75	75
Recharge in central support services	27,085	26,325
Recharge in Amenity team	9,122	9,416
Recharge in Manor House	41,747	39,231
<b>Total</b>	<b>177,734</b>	<b>166,477</b>

### **5.2 Earmarked Reserves**

The Museum has the following in earmarked reserves as at August 2019

Museum Collection Management	£0
Museum Storage	£470.76
Museum Events	£150.35
Museum Archaeological deposits	£284.90
Museum Volunteers	£2,173.57
Places of Science Grant	£875

### 5.3 Grants

The below was granted to help with our rare moth and butterfly collection.

Project	Budget	Relevant Dates
Places for Science	£875 provided by Royal Society	<p>Project start September 2019 – January 2020.</p> <p>Family Activities October 2019</p> <p>Curator Talk January 2020.</p> <p>New Artwork linking to the project – displayed in October 2019.</p> <p>Staff training – October 2019.</p> <p>Volunteers in to start cataloguing of the entomology collection – November 2019.</p>

### 5.4 Projected costs of Collections Documentation Project.

As part of the CDP project, the CRC committee agreed to increase the Collections Management budget for 2019/20 to £10,000 for use to improve collections management and storage. Below are the projected costs for this project. More information on the Collections Documentation Project can be found in the Collections Documentation Project Plan.

Item description	Outcome	Amount (£)
1 years worth of pest traps, 4 new additional pest traps and 500ml constrain	Increase Pest management with new trap locations and constrain for	23.28

	treatment of infested case.	
Elsec Environmental monitor	Combined monitor with UV, light and RH to help with spotchecks and start a programme of light monitoring. Aim to improve environmental control and monitoring.	603.00
Collections Management supplies - Gloves, melinex, tissue.	Re order of yearly supplies needed for collections management	111.51
Conservation brushes for tool kit	Create a new conservation tool kit to help with new housekeeping plan.	15.00
Chemical cabinet for storing chemicals	To comply with health and safety requirements for the storage of flammable liquids used in collections management	120.00
Tool bag/box for collections management items	For new Conservation tool kit	25.00
silver cloth for tool kit	For new Conservation tool kit	5.00
Museum Vac for conservation cleaning	Specialist vacuum for the cleaning of museum objects	189.00
Black out blinds for Stanford Room	Creation of a new store room	500.00
Racking for document store	Increasing storage space within the document store	100.00
Roller racking for Stanford Room	Creation of a new store room	4,000.00
Photography backdrop or tent	To improve the quality of the photographs in the MODES records	154.00
Lights for photography	To improve the quality of the photographs in the MODES records	70.00
Tripod for photography	To improve the quality of the photographs in the MODES records	70.00

Plastazote to line shelves	Creation of a new store room	100.00
Mounting for large objects	Creation of a new store room	200.00
Storage boxes	Creation of a new store room	500.00
acid free tissue	Creation of a new store room	100.00
Very useful storage boxes	Creation of a new store room	64.00
Cabinet for negative storage	Creation of a new store room	249.00
Trolley	To assist staff with collections management moves	149.00
Boxes for record card store	Improve collections management	89.00
Correx for zoology	Improve management of zoology collection	82.25
Workbench for Stanford room	For collections management activities	99.00
Camera	To improve Photography of collections	300.00
Hygrometer monitors	10 x standalone monitors for gallery cases to allow for visual spot checks.	175.00
	Total	8,118.04

## **6. Monitoring and Review**

### **6.1 Who will be responsible for implementing the Museum's Aims and Objectives?**

The Museum Curator will lead on the implementation of the action plan, with guidance from the Assistant Town Clerk and Town Clerk. The overarching responsibility rests with the Community Resources Committee who will need to progress and resource each item on the agenda.

### **6.2 How will it be monitored?**

This current Forward plan will be regularly monitored by Committee during the Collections Documentation Project. A full review is planned for September 2021. The Forward Plan would normally be formally reviewed on a 5-yearly basis with an annual report on progress to the appropriate Committee, or earlier if the Accreditation Scheme administered by Arts Council England is reviewed or amended. The Forward Plan will be updated in line with any changes, and the objectives/action plan will be altered and re-submitted to the Community Resources Committee for consideration. The Curator will work within the Forward Plan

during this 2-year period, in order to achieve the set objectives and work within the budgets set annually by the Town Council.

**Approved by: Community Resources Committee – Littlehampton Town Council**

**Date Approved: 5/09/2019**

## **Appendix B: Audience Development Plan**

## **Appendix C List of relevant Policies and Plans**

- a) Collections Development Policy
- b) Care and Conservation Policy
- c) Care and Conservation Plan
- d) Documentation Policy
- e) Documentation Plan
- f) Access Policy
- g) Access Plan
- h) Museum Action Plan
- i) Emergency Plan
- j) Archaeological Deposition Policy



## Appendix C: Documentation Policy



# Littlehampton Museum – Documentation Policy

<b>Date</b>	September 2019
<b>Document Number</b>	
<b>Edition Number</b>	1
<b>Policy Maker</b>	Charlotte Burford, Museum Project Manager and Curator
<b>Governing Body</b>	Littlehampton Town Council
<b>Responsibility</b>	Community Resources Committee
<b>Resolution Number</b>	
<b>Review Cycle</b>	To be reviewed every 5 years.

## **1 INTRODUCTION**

Documentation underpins every aspect of museum activity. Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use. This policy for the documentation of the collections is to ensure that the information held relating to the collections is accurate, secure, reliable and accessible.

## **2 AIMS AND OBJECTIVES**

The aim of this policy is to ensure that Littlehampton Museum fulfils its guardianship, stewardship and access responsibilities.

Through implementation of this policy our objectives are to:

- Improve accountability for the collections.
- Maintain at least the minimum in professional museum standards in documentation procedures (Spectrum 5.0).
- Extend access to collection information, including provenance, associations and collections management history, for staff, volunteers and the public.
- Strengthen the security of the collections.
- Support location and movements controls.
- Provide insurance and audit information for Littlehampton Town Council.

The Museum currently has a significant documentation backlog which it is tackling as part of a large documentation project as outlined in the documentation project plan. Around 60% of the collection has been entered into a digital collections database (MODES) and the remaining items are recorded on paper records (Accession registers and catalogue cards). The main aim of the documentation project is to convert paper records into digital MODES records which will help to improve access and accountability.

Ideally for the majority of the collections, especially those that have high monetary or scientific value, or are of great significance to the town, curatorial staff and volunteers will document to individual level. However, for certain collections, such as bulk archaeological excavation material, it is neither feasible nor practical to document the material in the detail, and we will document items at group level.

The Museum therefore aims to have a basic 'inventory' record for all identified items and groups within the collection, whilst some items will be documented to a more detailed 'catalogue' level.

This policy sets out the documentation which is used to manage the Museum's permanent collections and any items loaned to or from this museum. It is underpinned by legislation and professional guidance which is also set out in this document.

### **3 Accountability and Security.**

#### **3.1 Definition of accountability**

The Museums and Galleries Commission define the essence of accountability as follows:

*“to enable museums to fulfil their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located.”* (MGC 1993)

#### **3.2 Ethics and legislation**

Collections information will be recorded in compliance with all legal requirements, including the General Data Protection Regulation (GDPR) (2018) and the Freedom of Information Act (2000). Collections information will be acquired, stored, managed and used in compliance with the Museum Association’s Code of Ethics for Museums and to SPECTRUM Standards.

#### **3.3 Security**

Measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised will be implemented.

All manual and computerised records will be updated as appropriate. Collections information will be recorded on Littlehampton Museum’s collections management database (currently MODES). In order to preserve the database the Museum has a subscription to the MODES Expert Support Service. The museum’s computer network is maintained by Extech, Littlehampton Town Council’s ICT Support Contractor.

Daily backups are made of all files on the Council’s central network server. All records entered and stored onto the MODES database will be copied and backed up onto an external hard drive, which will be stored securely, on a monthly basis by the Museum team.

Paper collections documentation will be stored securely within metal cabinets and kept within a securely locked room. The documentation project plan outlines the need to complete digitisation of many of these records to ensure long term preservation and this continues as part of the project. As these records sit within the Manor House building they are protected against loss through the use of fire prevention systems and plans put in place as part of the Emergency Plan.

### **4 Standards in procedures and processes**

The Museum is committed to maintain the minimum professional standards for documentation as set out in Spectrum 5.0. We will undertake the following activities as set out in Spectrum 5.0:

- **Object entry** – Logging all objects coming into the museums care for whatever reason, including loans, enquiries and potential acquisitions.

- **Acquisition and accessioning** – Taking legal ownership of objects, especially (but not always) to add to the museums long-term collections through the process of accessioning.
- **Location and movement control** – Keeping a record of where all the objects in the museum can be found and updating the location each time an object is moved.
- **Inventory** – Making sure the museum has the basic information to be accountable for the objects in its care and tackling the current documentation backlog.
- **Cataloguing** – Managing the information that gives our collections meaning.
- **Object exit** – Recording when objects leave the Museum and pass out of our direct care.
- **Loans in (borrowing objects)** – Managing objects we borrow for a fixed period of time and for a specific purpose.
- **Loans out (lending objects)** – Assessing requests for us to lend objects and managing the lending process until loans are returned.
- **Documentation planning** – Making our documentation systems better and enhancing the information they contain as an ongoing process of continual improvement.

*(For more information on procedures please see the Collections Development Policy 2019-2024, the Documentation Manual 2019 and the Documentation Project Plan 2019-2021)*

## 5 Access to collections information

Littlehampton Museum is committed to providing access to its collection and related information for learning, research, creativity and enjoyment. It is committed to providing and improving current levels of access for staff, the public and for researchers.

We currently support access in the following ways:

For staff and volunteers: direct access to collections information held on MODES or within paper documentation records or indirect access via the Museum Team. Access to object history files and other paper records through the support and advice of the Museum team. –

For researchers: access to collection information (where it complies with GDPR) via the Museums public enquiries programme; via facilitated visits; access to online collection information via the museum website [www.littlehamptonmuseum.co.uk](http://www.littlehamptonmuseum.co.uk), and through independent collection websites supported by Littlehampton Museum (such as <https://artuk.org/> [Formerly BBC Your Paintings]).

For general public: access to collection information (where it complies with Data Protection) via the Museums public enquiries programme; or via access to online collection information via the Museum Website [www.littlehamptonmuseum.co.uk](http://www.littlehamptonmuseum.co.uk) and through independent collection websites such as [www.bbc.co.uk/arts/yourpaintings](http://www.bbc.co.uk/arts/yourpaintings).

Littlehampton Museum is committed to increasing the amount of collection information available online to the wider public. As more information becomes available the collections

section of the website will be updated and the museum team are exploring opportunities to add a MODES plug in to our current website. This will be a direct result of work done as part of the Documentation Project Plan.

## **6 Documentation Planning**

The Curator and Collections Documentation Officer will regularly review the collections information held by the Museum and agree areas for improvement based on the Museum's current collections management priorities.

A Documentation Plan will be in place outlining areas for improvements and actions set to a realistic timescale and with appropriate resources.

The Documentation Plan will be regularly reviewed by the Curator and updated and the plan reapproved by the Town Council where necessary.

The Curator will review and evaluate the success of the Documentation Plan noting any lessons learnt and improvements for updating the plan.

In the event of a documentation backlog, this will be addressed as soon as possible using a documentation project plan, detailing the appropriate timescales and staff resources. This plan will be maintained and revised as necessary.

The documentation project plan will ensure that the documentation backlog meets SPECTRUM 5.0 standards, particularly the Inventory and Cataloguing procedures, as these help the museum ensure that a rational approach is taken to reducing the backlog.

Please see the Documentation Project Plan for the museum's approach to tackling its current documentation backlog.

## **7. Review**

This policy will be reviewed at least every 5 years by the governing body, Littlehampton Town Council. This policy is due for review in September 2024.

## **7 Associated policies and documents.**

- Littlehampton Museum Collections Development Policy
- Littlehampton Museum Documentation Manual
- Collections Documentation Project Plan.
- Littlehampton Museum Emergency Plan.

## Appendix D: Emergency Plan



# Littlehampton Museum Emergency Plan

<b>Date</b>	24 October 2019
<b>Replaces</b>	Museum Emergency Plan 2013
<b>Policy Maker</b>	Charlotte Burford, Museum Curator
<b>Responsibility</b>	Community Resources Committee
<b>Resolution Number</b>	To be approved at Community Resources meeting 24 October 2019
<b>Review Cycle</b>	Every 5 Years.
<b>Review Date</b>	24 October 2024

# Emergency Response Plan



**Littlehampton Museum**  
Manor House, Church Street  
Littlehampton

**Post Code:** BN17 5EW  
**Grid Reference:** TQ 03006 02109

**Date of Writing Plan:** 18/09/2019  
**Person Writing Plan:** Charlotte Burford

**Telephone Number:** 01903 738100

**To be kept at:** Manor House, Church Street  
**Copy also located at:** Lineside – A Team unit

**Revision Number & Date:** 2  
24 October 2019

## **Emergency Plan Contents**

1. Introduction
2. Circulation of the Plan
3. Training and testing
4. Reviewing the Emergency Plan
5. How to use this plan
6. React
  - Emergency Contacts
  - Manor House Emergency procedures
  - Initial Response to Emergency situations
  - Building Plans/Hazard maps
  - Inventory of Priority Objects at Littlehampton Museum
  - Salvage Priority 1 Object Location map
  - Inventory Sheet template
  - Museum Salvage Plan
7. Handling and Treating Objects
  - Airdrying
  - Freezing
  - Mould
  - Books
  - Object Salvage and First Aid Sheets
8. Guidance and Reference
  - Incident Management Structure
  - Salvage Roles and Responsibilities
  - Salvage Risk Assessment Template
  - Incident Communication Log
  - Entry Control Log
  - Working with Emergency Services
  - Entering a Flooded Building
  - Spillages
  - Documentation and Security of Salvaged Objects
  - Pocket Salvage Guide



## **1. Introduction**

### **Definition of an emergency**

An emergency is any incident which threatens human safety and /or damages or threatens to damage or destroy the Museum's buildings, contents, facilities or services.

The most serious threats arise from fire or flood which can emanate from various sources. Other threats can arise from vandalism, theft, gas leaks, infestation or terrorism.

### **Aim of the Emergency Plan**

It is intended that the plan will provide procedures and basic guidelines to be followed in the event of an emergency, enabling the Business Continuity Management team to act swiftly to minimise damage to the buildings and holdings.

Littlehampton Town Council is committed to ensuring the safety of its Staff and the public at all times. As such this plan is coupled with Risk Management to reduce the likelihood of an emergency incident and the Town Council's Fire Safety Policy, Health and Safety Policy and Business Continuity Plans should the worst happen.

At no stage is any member of staff expected to put themselves in danger when in a salvage situation. Littlehampton Town Council will ensure that health and safety is properly assessed, and adequate personal protective equipment is provided.

## **2. Circulation of this plan**

A copy will be held within the Museum Team office as well as in the locations below.

### **2.1 Locations where this plan is on file:**

- a) Museum Record Store (with emergency kit)
- b) Safe in Finance Office
- c) Amenity Team Office – Lineside Industrial Office (off premises).
- d) Digital copy held on the G drive which can be accessed away from the premises.

All Museum staff have been informed of procedures to follow in the event of discovering an incident or emergency (this is carried out as part of their induction).

This plan is also circulated to Senior Officers and the Museum Team as necessary.

Copies of the plan should be stored securely due to the sensitive nature of the contents.

## **3. Training and Testing**

Senior Town Council Officers will receive training in the contents and purpose of the plan annually from the Museum Curator. Museum staff and the Amenity Team receive basic training in what to do in the event of an emergency with particular reference to the salvage of collections. This basic training will be extended to new personnel as necessary.

The Fire Brigade will be invited for a familiarisation walkaround and be shown a copy of the emergency plan and walked through the museum's priority objects as well as any Hazards in the collection.

Elements of the plan will be tested annually in small training exercises with the Museum Team and the Amenity team as part of training. The Management team will use scenario-

based training exercises annually within Management meetings. The person responsible for organising training is the Museum Curator.

Emergency Evacuation is practiced through a drill regularly. The fire alarm is tested weekly by the caretakers and serviced twice a year by a professional contractor.

#### **4. Reviewing the Emergency plan**

This emergency plan was created in October 2019 and information was extrapolated from a previous version of the plan issued in 2013. A full renewal of the Plan will take place at least every 5 years. However a review of this emergency plan will be conducted annually by the Curator to ensure the plan is up to date (particularly in reference to emergency contacts) and is well tested. Future versions will be resubmitted to the Community Resources Committee for approval. If the plan is activated for any reason this should initiate a review regardless of when the last review took place. Before issue of future versions, previous copies will be recalled/destroyed in order to ensure that only one version of the plan is in circulation at any one time.

#### **5. How to use this plan**

This plan is divided into three sections following the emergency plan template issued by English Heritage. It is divided into sections to help navigate the plan during an incident. Sections include:

React – reacting to the initial emergency including emergency procedures and contact details, building plans etc

Handling and Storing Objects – specific guidance on how to care for museum objects in an emergency.

Guidance and References – guidance on working with the emergency services and structures for incident control as well as templates for salvage co-ordination etc.

**A full list of each section can be found in the contents page.**

# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:** Community Resources

**Date:** 24<sup>th</sup> October 2019

**Report by:** Town Clerk

**Subject:** Events Periodic Report

### **1. Summary**

1.1 The report sets out recent matters of relevance to the Community Resources Committee:

- (1) Outcome of the Town Show and Family Fun Day
- (2) Update on Remembrance Sunday
- (3) Outcome of Customer Feedback Survey Appendix 1

### **2. Recommendations**

The Committee is RECOMMENDED to:

- (1) Approve Saturday 12<sup>th</sup> September 2020 as the provisional date for next year's Town Show and Family Fun Day. (paragraph 3.1 refers).
- (2) Otherwise note the report.

### **3. Background**

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

- 3.1.1 The Seventeenth Town Show & Family Fun Day was held on Saturday 14<sup>th</sup> September 2019 at Rosemead Park. An estimated 4,000 people attended throughout the day. The date allocated for 2020 is Saturday 12<sup>th</sup> September.
- 3.1.2 A total of 51 community groups attended the event with information and fundraising stalls which was a slight decrease from 2018. Four more organisations had been due to attend but had to pull out due to a lack of volunteer availability. There was a total of 15 outdoor pitches which worked well outside both the community and Town Show marquees. Outdoor pitches are becoming more popular each year which consequently leave gaps in the community marquee. Although not at full capacity, many groups have reported a successful year. Not all groups raise funds, with many there to promote their services. Those that did felt they were successful and some recruited new members.
- 3.1.3 There were over 600 entries in the Horticultural Craft Show and the Town Show Committee reported that their marquee was busy all day

- with no reported issues. The Town Show Committee ran an auction at the end of the event for the first time which raised over £150.
- 3.1.4 Other attractions included the Arun Church Youth Tent, children's rides and the LOCA chill out area. Catering was provided by the Lions Club, The Rolling Stone Pizzeria, Thai Taste, Tiger Eats Carrot Nic & Ben's Entertainments and Pink's Vintage Ice Cream. Entertainment included live performances by Pier Pressure, The Sussex Tornados, Harry and the Hounds, Arun Young Musicians and the popular Dog Show.
  - 3.1.5 The event publicity included 12,000 A5 flyers of which 7,000 were delivered to selected households in Littlehampton and the remaining went to outlets across the Town and were available on the day. Banners were displayed at Worthing Road Recreation Ground, Brookfield Park and Rosemead Park. Social Media and the Visit Littlehampton website were also utilised.
  - 3.1.6 A survey was conducted at the event to gather feedback from members of the general public. The vast majority of those surveyed were residents of Littlehampton and 25% were attending the Town show for the very first time. Almost everyone surveyed visited both the Town Show and Community marquees and watched the Dog Show and live entertainment. 16 out of the 20 people surveyed attend other Town Council events, with Armed Forces Day the most frequently visited followed by the Christmas Lights Switch on and Screen on the Green. The full survey can be seen in Appendix 1.
  - 3.1.7 Feedback included comments on the decrease of organisations in the community marquee in comparison to previous years. The marquee measured 81m x 9m but outdoor pitches proved more popular this year. Numerous community groups also commented on the good organisation of the event and the great footfall across the course of the day.
  - 3.1.8 Suggestions for the 2020 event included using more local groups for performances and bringing back a petting farm for children. Members are invited to submit further suggestions.
- 3.2 Remembrance Sunday
- 3.2.1 The event will be held on Sunday 10<sup>th</sup> November in line with national celebrations throughout the United Kingdom.
  - 3.2.2 Starting at 11am, the service will honour the service and sacrifice of our Armed Forces community, the British and Commonwealth veterans, the Allies that fought alongside us and the civilian servicemen and women involved in the two World Wars and later conflicts.
  - 3.2.3 Russell Hayler of the 1087 (Arun Valley) Squadron, Air Training Corps will act as Parade Marshal for the second successive year.
  - 3.2.4 Veteran Derek Moore MBE of the Royal British Legion Poppy Appeal will recite the exhortation.
  - 3.2.5 CrimsonCraft Audio, the tendered Sound and Production contractor, will provide the necessary equipment which will allow for more consistent and reliable coverage. (Historically the Amenity Team have set up the Town Council's PA system and comments have been made regarding the quality of sound).

3.2.6 A service will take place in St Mary's Church read by the Reverend Mark Williams after the Memorial Service at the War Memorial.

3.3 Christmas Lights Switch on

3.3.1 The event will be held in the High Street on Friday 22<sup>nd</sup> November.

3.3.2 Starting at 5pm, there will be live performances outside Boots and Sainsbury's, inflatables, children's rides, festive stalls, food stalls, Santa's Grotto and Christmas storytelling in Bar 72 and live reindeer in Clifton Road.

3.3.3 A reindeer treasure hunt following a similar format from previous years has been organised to encourage children to visit local businesses during the festive period.

3.3.4 As part of the Christmas illuminations a further elf design has been created by Steve Carroll for 2019. A 'name the elf' competition for children under 16 based in Littlehampton has been repeated for 2019. The winner will be invited to assist the Mayor in switching on this year's Christmas lights.

3.3.5 Spirit FM will be creating an advert for the event to broadcast in the 7 days leading up to the event.

3.3.6 The Windmill Cinema have agreed to sponsor the event at a cost of £500 as well as donating a prize of a family ticket to see Frozen 2. The release of which coincides with the event.

**4. Financial Implications**

4.1 A total budget of £17,000 was available for the Town Show and Family Fun Day from the Community Budget. Income from pitch fees totalled £836.67. The total expected event spend is estimated at £18,127.33 due to the increased cost of marquee hire. £9,690 was spent in 2019 in comparison to £7,990 in 2018. Overspends will be met from the underspend of the Armed Forces Day event. The contractual agreement with the marquee contractor should be reviewed for 2020. Additional spend could be saved if the length of the Community Marquee is shortened and fewer tables are hired.

4.2 A budget of £1,500 has been allocated to the Remembrance Sunday event. The event is expected to fall £350 over budget. This is due to the hire of a PA system and engineer as well as the increased cost of event support hire. The contractual agreement with the Sound and Production contractor should be reviewed for 2020.

Peter Herbert  
**Town Clerk**

## Appendix A- Littlehampton Town Show and Family Fun Day Survey

Surveys conducted between 11:30 – 15:30 on Saturday 14<sup>th</sup> September 2019 during the running time of the Littlehampton Town Show and Family Fun Day.

### 1. Where are you from?

Littlehampton	Rustington	Arun District	Adur & Worthing	Sussex	Elsewhere
16	--	2	--	--	2

Vast majority were from Littlehampton (80%). Most reported to be walking distance from Rosemead Park.

### 2. How many people did you bring with you today? (Group size)

0	1-2	3-4	5-6	7 or more
2	8	3	3	4

Every group size of 4 and above (3-4, 5-6, 7+) included at least one child within their number. (50%)

### 3. How many times have you been to Littlehampton Town Show & Family Fun Day before?

0 (1 <sup>st</sup> time)	1-2	3-4	5-6	7 or more
5	2	4	3	6

Many of the attendees considered themselves as regulars to the event.

### 4. How did you find out about this year's event?

Facebook	Website	Leaflet	Poster/Banner	Via family/friends	Regular Visitor
VisitLittlehampton 2	VisitLittlehampton	4	--	5	4
Littlehampton Town Council 1	Littlehampton Town Council				
Other/Unsure 4	Other/Unsure				

\* The 'Other/Unsure' number included those who couldn't remember where on the site they had seen the event (1) and those who saw the Town Show Event Page separate from any other page (3).

\* The 'Via family/friends' number included a relation to one of the contractors. (1)

\* The 'Regular visitor' number included an attendee who was a stallholder this year. (1)

### 5. What part of the event made you want to come?

Regular/Go every year x 6  
 Enjoyed Last Year  
 Good Family Event  
 Stallholder  
 Walking Distance away from home x 2  
 Good Weather x 4  
 Was free/had nothing else planned  
 Come and see what was going on  
 On a Saturday  
 Chance to meet up with friends/family x 2  
 Visiting the different stalls  
 Dog Show x 2  
 Entertainment for Kids x 3  
 Enjoy viewing the horticultural entries

#### 6. Which of the following are intending to see / have seen?

	Yes	No	No response
Live Entertainment	18	1	1
Community Marque	19	1	--
Horticultural Tent	20	--	--
Youth tent	15	5	--
Children's Rides	13	5	2
Dog Show	19	1	--
After Show Auction	9	3	8

\* All those who said 'No' to the youth tent and children's rides were childless attendees.

(5/20 surveyors)

\* There was a mixed of those who did/didn't know about the auction prior to the question. The 'No response' number included those who were uncertain in their interest (2) and those who were unsure if they were staying until the end for that part of the event (6).

#### 7. How satisfied are you about the following?

	Very satisfied	Satisfied	Unsatisfied	Very Unsatisfied	No response
Entertainment	13	3	--	--	4
Catering	8	4	--	--	8
Community Spirit	18	2	--	--	--
Family Fun	16	3	--	--	1

Location	18	2	--	--	--
Facilities	13	3	1	--	3

\* The 'No responses' across the categories were not able to give an answer to rate their satisfaction i.e. No entertainment had started when asked so couldn't rate the entertainment fairly.

\* The 'Unsatisfied' regarding facilities stated to be on the fence. She explained further as the comment surrounded a need for more spacious baby change facilities as she struggled with the current offer. This was also added to the improvements.

#### 8. What improvements could we make for next year's event?

<p>More bins x 2  Recycling bins x 2  More toilets  Bigger baby changing toilets  More seating  Shaded area for watching entertainment x 3  More catering outlets  Catering looked expensive  **Cotton candy and sweet stand missed this year  PA tent in the way of stage  Some signposting up to location could be beneficial for out of town traders/contractors</p>
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\*\* Cotton Candy and sweets were available to buy from Nic and Ben's catering van so its unsure if the surveyor was aware of this at the time or if they wanted to see a separate standalone stand.

#### 9. Do you attend other Littlehampton Town Council events? If so, which ones?

Yes		No	No response
Total number	Pancake Olympics 2/16	4	
16	Armed Forces Day 15/16		
	Sandcastle competition 1/16		
	Screen on the Green 10/16		
	Christmas Lights Switch On 11/16		

The number within the "No" option was not local (3) or had not been local for very long as they had recently moved to the area. (1)



**10. Any additional comments to make?**

Very happy x 10  
Music wasn't too loud  
Lovely weather  
Lovely event in a lovely town  
Very good day x 6  
Hope it continues x 2  
Traditional feel to event  
Good to see veggie/vegan food options available  
Bringing back petting zoo a the show?  
Happy to have such an array of events like the show and cinema  
Kite festival event in the town?

Generally, the responses were all positive about the event and the way it was run.

# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:**           **Community Resources**

**Date:**                 **24<sup>th</sup> October 2019**

**Report of:**           **Town Clerk**

**Subject:**             **Events Programme for 2020/21**

### **1. Summary**

1.1 This report sets out a draft programme of events and initiatives for 2020/21. It includes:

- 1) Regular Council led events.
- 2) Events supported by the Council.
- 3) Other emerging key Town events.

### **2. Recommendations**

The Committee is RECOMMENDED to:

- 1) Comment and agree in principle on the draft programme of events and initiatives as set out in Paragraph 3.2 for consideration as part of the 2020/21 budget discussions.
- 2) Agree in principle the expenditure on Stage by the Sea performances as set out in 3.3
- 3) Approve production of the events guide in the existing format. (paragraph 3.4.1 refers).
- 4) Note the suggestions for other events and advise officers accordingly as set out in 3.5.1.
- 5) Discuss and suggest a way forward for a Sussex Day event (paragraph 3.6.1 refers).
- 6) Approve the recommendation for Event Forum funds (paragraph 3.7.1 refers).
- 7) Note that a report on a joint funding initiative for events in the Town Centre will be considered by the Policy and Finance Committee on 28<sup>th</sup> October

### **3. Background**

3.1 Council events provide a tangible and visible link for the local community to the Town Council. They boost the corporate image and reputation of the Council among the local community, boost the local economy, attract visitors to the Town, bring the community together and support and enable local organisations to network and fundraise. In recent years there has been an increase in events organised by local community groups and a forum for event organisers has been established to identify and promote these.

#### **3.2 Proposed Events Programme 2020/21**

The 2019/20 programme of events has been extremely successful. Armed Forces Day, Screen on the Green and the Town Show and Family Fun Day continue to attract visitors in good numbers whilst still being supported by the local community. Local residents continue to attend both the Easter Out & About sessions and Sandcastle Competition with their families. No changes to the core events programme are necessary at this time as the current format is proven to work well. However, Officers will be exploring new themes to support external event organisers. Officers will investigate various events that can be delivered externally with minimal financial support from the Town Council that utilise various locations in the Town including Rosemead Park, Caffyns Field, Town Centre and the Waterfront. Members are asked to consider and submit suggestions for Officers to investigate further and present a report to the December Committee. Members are also asked to consider the events programme for 2020/21. The District Council have agreed to fund Town Centre events in 2020/21 if the Town Council match fund this. This coincides with the Council's desire to expand its events coverage. Match funding of £25,000 is suggested and will be considered by the Policy and Finance Committee on 28<sup>th</sup> October for inclusion in next year's budget.

## **April**

### **3.2.1 Easter Out and About (8<sup>th</sup> & 15<sup>th</sup> April 2020, third date to be confirmed with Freedom Leisure Team)**

#### **Current Budget: £800**

**Background:** Three Easter Out and About events are proposed. The sessions are a chance for young families to get 'out and about' and enjoy a variety of outdoor activities at three local parks.

The 2019 sessions took place at Mewsbrook and Southfields park and included a Bunny Hunt, Magic Show and outdoor games with the Freedom Leisure team. The third session was delivered at Rosemead Park by the Freedom Leisure team with a focus on outdoor games only. With the new playground due to open at Rosemead Park by Easter 2020 there is an opportunity weather permitting that the Rosemead session could be linked with the opening of the playground. Since 2018, the second Out and About session has been held at Southfields. Officers have noticed an increase in attendance since the session has moved from Brookfield Park. Southfields offers better access, parking and is located closer to the heart of Littlehampton. There are hard standing options and a path around the edge of the playing fields that is ideal if the weather is wet. There is a good play park and basketball/football court to appeal to older children.

#### **Recommendations:**

Keep the second Out & About session at Southfields. Proposed sessions and budget;

1. Mewsbrook Park £350
  2. Southfields £350
  3. Rosemead Park (Freedom Only) £100
- Total: £800

## June

### **3.2.2 Boat Jumble (7 or 14<sup>th</sup> June)**

#### **Current Budget: £600 (Event Support Fund)**

**Background:** The Boat Jumble is a charity maritime themed market, where stallholders travel from across the country to sell items for boat owners and those who do water sports. The event which the Town Council helped establish in 2011 takes place on Caffyns Field and attracts people from outside of Littlehampton due to its unique offer. Officers assist the event organiser in completing the District Council's event application and the A-team support the event with set-up and pack down. The event was not staged in 2018 and returned in 2019 with a new format. In order to meet criteria placed by Arun District Council the organisers did not charge an entry fee or advertise as such. Historically any money taken through entry fees has been donated to the Jubilee Sailing Trust. To overcome this in 2019 the event organisers did not charge an entry fee and instead advertised for donations via their printed posters. In 2019 £600 was allocated to the event from Support Funding to cover the costs of the Amenity Team. The event relies heavily on the support of the Town Council from both a planning and financial perspective as well as income generated from stall holders. The event has run at a loss for the past few years.

**Recommendation:** The Town Council funds have helped the event establish itself as one of few Boat Jumbles in Sussex. The Town Council have supported the organisers by completing and submitting the relevant documentation to Arun District Council which includes an Event Management Plan, Risk Assessment and Site Plan as well as offering to book Amenity Team support on the Saturday and Sunday. It is proposed that £600 from the Event Support Fund is allocated to the event.

### **3.2.3 Armed Forces Day (27<sup>th</sup> June)**

#### **Current Budget: £13,500**

Funding breakdown

LTC Budget	£13,500	Funds not guaranteed
Sponsorship	£3,000*	
MOD Grant	£3,000**	
2019 Total Budget	£16,500	
2019 Event Cost (estimate)	£14,514	

\*Harbour Park have contributed £3000 to the event annually since its inception. Officers will meet with representatives of Harbour Park in November to discuss the event and their contribution.

\*\*If a grant for the MOD is successful there is no way to guarantee the amount awarded. Over the past four years the grant has been between £1,600 and £3,000. Officers will reapply for a grant in 2020 but as The Town Council were unsuccessful with a bid in 2019 it cannot be assumed that we will be successful.

**Background:** Organised in line with national celebrations to honour those who serve and have served in the Armed Forces. 2020 will be the 11th year of Littlehampton Armed Forces Day. The East Green format of the event worked well again this year with many charity fair stallholders commenting that it improved the event experience. It also made the site more manageable providing a smoother event delivery. Additional catering provisions were hired in 2019 which offered attendees a variety of options. However, the number of catering units, type of food and the catering providers are all dictated by the covenants holder.

**Matters for Consideration:**

- a) A lack of on-site toilets was also raised in feedback. Though there are public toilets located at Norfolk Gardens and by the Coastguard Tower, they are a 3 - 5 minute walk from East Green which can present an issue to young families and those with health conditions and mobility impairments. This is not as significant an issue as for the Screen on the Green and movement to the toilets promotes movement across the seafront offer.

**Recommendation:** It is recommended that toilets are not provided for the general public on site for this event, given the proximity of other facilities.

- b) Feedback from the general public and stallholders regarding the additional catering outlets was generally favourable. Banjo Road as a location is outside the covenants agreement. It is segregated from the rest of the site and stallholder feedback suggests the entirety of the event works better on East Green. The event sponsor Harbour Park contribute £3,000 to the event annually. Altering the catering arrangements could affect their offer and consequently the cost of the event to the Town Council.

**Recommendation:** The event and catering should remain on East Green, utilising West Green as the area for event parking as long as agreement is given by Harbour Park.

**July**

**3.2.4 Wick Week (27th July to 1st August)**

**Current Budget: £2,000**

**Background:** Wick Week is a community festival aimed at bringing residents together and showing others what Wick has to offer. There are two main providers of activities Arun Church and the Wick Information Centre. Historically Littlehampton Town Council has facilitated the event by providing the group with budget to support activities, arranging and chairing the planning meetings, managing publicity and A-Team involvement. The Wick Week budget of £2,000 was merged with the Wick Information Centre's Service Funding Agreement of £2,000 in 2019/20 providing a total of £4,000. The Service Funding Agreement was proposed to empower them to organise and co-ordinate the event independently in liaison with the other activity providers in Wick and support them to deliver other

events throughout the year. The Town Council supported the events with publicity via social media, Progress and the Visit Littlehampton website. The events delivered were successful and continue to be well supported by the local community.

**Matters for Consideration:** Wick Week has grown into a largely independent event needing less support from the Town Council as it has progressed. The Wick Information Centre has organised the majority of events during the week. Arun Church support with Soccer School, Wick's got Talent and Keystone Youth Drop In. The Wick information Centre and Wick Village traders have built a strong programme of events across the year and are keen to refresh and update Wick Week to fit in with their programme and others that take place in the summer.

**Recommendations:**

The Town Council support Wick Week but it will need to be determined who is leading on this. It is anticipated that the successor to the Wick Information Centre will lead in conjunction with the Wick Village Traders, but this needs to be confirmed.

**August**

**3.2.5 Sandcastle Competition (early August, date is tide dependant)**

**Current Budget: £400**

**Background:** A small budget event aimed at children and families. Each year around 300 children take part in the event, building castles and sand sculptures. 292 children entered the competition this year. There are 3 age group categories, with winners in each category receiving prizes donated by local businesses. Harbour Park contribute £85 towards the cost of the buckets as well as a variety of prizes. Additional prizes were donated by Bah Humbug Sweets, The Wetland Centre and Out of Bounds. After judges expressed concern at the difficulty of judging each sandcastle in 2018 a new grid system was trialled in 2019, where the beach was split into three segments, one for each age category. A new PA system was also used in 2019 as part of a new 2-year Sound and Production tender agreement. The sound was of a much better quality and could be heard from the bottom of the beach, which had been a problem in the past.

**Matters for consideration:** Whilst the grid system made it easier for the judges to view each individual entry, the middle category of 5+ was highly populated and overcrowded.

**Recommendation:** Revert back to the old system to allow additional judging time to ensure each entry is seen.

**Recommendation:** Increase budget to £500 to cover the cost of the improved PA system.

**3.2.6 Screen on the Green (15<sup>th</sup> August)**

**Current Budget: £15,000**

**Background:** In 2020 Screen on the Green will be in its seventh year. The event has grown in popularity year on year and is now a highly anticipated event in the Town's calendar. The format has been

replicated by other event organisers in the local area. In 2019 the decision was made to revert to a single screening after showing films on consecutive days in 2018. An improved sound system was installed by our tendered Sound and Production contractor and received positive feedback from the public. Pre film entertainment was trialled to extend the offer of the event. Two singers were contracted from 5pm to perform on the Stage by the Sea whilst an additional two singers and a close-up magician were booked to perform on West Green from 6.15pm onwards. The entertainment on West Green was well received by the public. Officers found it difficult to source acts to perform on the Stage by the Sea. Numerous local groups were contacted but little interest was shown.

**Matters for Consideration:**

- a) The event took place on West Green to tie in with the entertainment on the Stage by the Sea, catering on Banjo Road and extended opening hours at Harbour Park. Feedback sought on the night from the catering units who have attended the event previously suggests that they preferred the set up on East Green. Whilst the screening itself worked well on West Green; a larger audience, more popular film or more favourable weather could present a problem with overcrowding.

**Recommendation:** East Green is considerably larger than West Green and the event continues to grow. It is therefore recommended that the entire event (including catering that does not conflict with Harbour Park's offerings) returns to East Green for 2020. Officers will discuss this with representatives of Harbour Park and report back to committee in December.

- b) Only a small number of people watched the pre-film entertainment on the Stage by the Sea. The poor weather may have affected the number of people visiting the seafront, but historically the event space does not begin to fill up until roughly 7pm onwards.

**Recommendation:** Live entertainment is not booked and instead music is played through the PA system prior to the film starting.

- c) Trailer toilets with an on-site attendant were used for the first time. Although there was a large cost involved, the toilets were good quality and were used throughout the event and provided a better visitor experience. It is recommended that trailer toilets are used again for the event in 2020.
- d) Officers were asked by the general public if there would be one or two films shown throughout the planning process. Whilst the concept of having two films on consecutive days worked well in 2018, there was a large cost involved. It is proven that a good film choice is pivotal in high attendance figures. Over 7,000 people attended the Greatest Showman in comparison to 2,000 the following night for Jumanji: Welcome to the Jungle. Having a single screening makes the event a special occasion whereas two events on consecutive days can cause the event to lose appeal and split attendance figures.

**Recommendation:** It is recommended that one film is shown in 2020 and high-quality pre-film entertainment is sourced.

- e) This year the event took place on the same weekend as Dubs on the Beach, an event facilitated by Arun District Council, and the Waterfront Festival, organised by the Harbour Board. Both taking place on the Sunday after Screen on the Green. Officers worked with the organisers of both events to design a shared A5 flyer which was distributed to a new demographic of people that may not otherwise be familiar with all three events.

**Recommendation:** Officers to meet with the Dubs on the Beach and Waterfront Festival organisers to discuss further how they can work together for the benefit of both events.

- f) For the past three years a vote has been cast via Facebook, Progress and a poll via the Town Council website to determine the film choice. This concept works well and is an effective and free method of engaging with the public. Members have emailed films suggestions to Officers before meeting to shortlist three options. Asking members of the public to suggest films to be shortlisted offers a new way to engage with our target audience and ensure that popular film choices are included in the vote.

**Recommendation:** It is recommended that initial film choices are selected by the public online and then shortlisted by Members before going to public vote.

### **September**

#### **3.2.7 Town Show & Family Fun Day (14th September)**

**Current Budget: £17,000**

**Background:** A community focused event. 2020 will be the 18<sup>th</sup> Town Show and Family Fun Day. The event is built around the Town Show and Community Marquees. Other key features of the event are the main stage, catering provision and activities for children.

**Matters for Consideration:**

The event has run over budget in 2019 due to the increased costs including marquee hire. The cost of the marquees increased by £1,700. As part of the tender agreement that runs until January 2021, costs will be the same in 2020.

**Recommendations:** To cover the increased costs, including marquee hire, it is recommended that the budget be increased to £18,000 in 2020/21.

### **October**

#### **3.2.8 Littlehampton Sports Forum Sports Awards Ceremony (5th October)**

**Current Budget £3,000**

**Background:** The Sports Forum is supported by Littlehampton Town Council and aims to act as an advisory, consultative and co-ordinating body with Sport England, Sussex County Sport Partnership, sports clubs, schools, and other interested organisations in the town. The Sports Forum is made up of representatives from local clubs and sports



providers and it offers members the opportunity to share information and express their views on current sporting issues.

**Recommendations:** The current sponsorship agreement is due to run out in 2019. Officers met with the Sports Forum Executive Board in August and agreed that a review of the awards should be implemented to improve for 2020 onwards. This should involve a review of the categories, the frequency and time of year of the Awards. No changes to the £3,000 budget are proposed.

### **November**

#### **3.2.9 Remembrance Sunday (8th November)**

**Current Budget: £1,500**

**Background:** The Town Council took over the co-ordination of Remembrance Sunday in 2013, to manage the road closures for the event. The Events Team works in conjunction with the Mayoral and Administrative Officer and local cadet groups to facilitate the War Memorial Service and Return Parade.

**Matters for Consideration:** Amenity Team staffing costs have increased and a hired PA system is now used as part of the Sound and Production tender agreement. It is estimated that the event will cost around £1,800 to run.

**Recommendations:** An increase in budget to £1,800 is recommended to give a contingency should work run over the estimated hours and to cover staff costs.

#### **3.2.10 Christmas Lights Switch On (20th November)**

**Current Budget: £5,600**

**Background:** A key Town event to mark the start of the festive season in Littlehampton. The Switch On and late-night shopping is designed to bring people into the Town, showcase the Christmas Lights and support local businesses at the start of the festive season.

**Recommendations:** The current format works well and therefore no change to the current budget is suggested.

### **February 2020**

#### **3.2.11 Pancake Olympics (22<sup>nd</sup> February 2020)**

**Budget: £600**

**Background:** Teams of three or four compete to win money for their chosen charity. This is a lighthearted event aimed at having fun, and bringing people into the High Street during the winter season. The event enables competitors to raise vital funds for local charities. A high quality and more reliable PA system will be used in 2020 as part of the Sound and Production tender agreement.

**Recommendations:** It is recommended that the budget is increased to £700 to meet the cost of the PA system.

### **3.3 Stage by the Sea Performances**

3.3.1 At the October meeting of this Committee in 2018 it was agreed that Littlehampton Organisation of Community Arts (LOCA) would be approached to provide a number of small events on the Stage by the Sea during the summer season. LOCA were provided with the £1,000 budget allocated to the Stage by the Sea. LOCA successfully delivered a number of events including the Ukulele Jam of Jams and Open Mic Session. It is recommended that a similar format be followed again in 2020/21 as officers have previously found it difficult to source acts to perform.

### 3.4 Events & Exhibitions Guide (2020)

3.4.1 It was decided in 2017/18 to have one guide for the March to October season. This worked well and fitted with the rest of the Town Council publicity offer. Fewer issues were experienced with errors and the timeframe for compilation and publication worked well within the events programme. No changes are recommended for 2020. Events are compiled into a 16-page guide, an example of which can be seen below in figure 3.4.1.1. £1,363 was allocated in 2019/20 and it is proposed that this is decreased to £1,100 for 2020/21.



Figure 3.4.1.1: Visit Littlehampton What's on Guide April – October 2019

### 3.5 Sussex Day

3.5.1 Members have previously indicated a desire to facilitate an event as part of the Sussex Day celebrations. Wick currently organise a successful event that is well attended. Organising a similar event in Town could be seen as competition and affect the working relationship the Council has with Wick Village Traders. Members are asked to instruct Officers to investigate further and present a report to the December Committee.

### 3.6 VE Day 75

3.6.1 A day to commemorate the 75th anniversary of VE Day. VE Day 75, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and

pay tribute to the millions who played such a vital part in achieving it. Planned activities over the weekend include the playing of Battle's O'er & VE 75 Years, the Nation's Toast to the Heroes of WW2, the Cry for Peace around the World, Churches & Cathedrals ringing out for peace, Street Parties and Services of Commemoration and Celebration in Churches, including the reading of the Tribute to the Millions and the playing of the Last Post. No beacons will be lit nationally as part of the celebrations. Officers will encourage community groups to get involved with celebrations by organising their own events and street parties in line with Arun District Council regulations as seen below:

Street parties are simple, private events and do not generally include activities that require licenses, such as selling alcohol or providing entertainment. They are normally: For residents and neighbours only, publicised only to residents and self-organised. Organisers do not need insurance or a formal risk assessment. You will need to provide a plan of the road(s) affected by the event.

**Recommendation:** Members to note the National VE Day and note the VE Day 75 document listed as Appendix 2.

### 3.7 Events Forum

3.7.1 The Events Forum is a group of community event organisers that meets twice a year, facilitated by the Town Council, to discuss the Littlehampton events programme and support each other. A budget of £5,000 was put forward in 2019/20 to provide event support. It is recommended that any underspends be carried forward to provide a fund for 2020/21. The budget currently has £2,302.80 remaining.

3.7.2 It is proposed to increase this budget to £7,000 to allow external organisations to develop events. The next meeting will take place in December with a date to be confirmed. Attendees of the meeting have previously expressed difficulty in operating social media platforms. Officers are currently investigating options to offer training.

## 4. **Financial Implications**

4.1 The costs of the proposed events are listed as **Appendix 1**.

Peter Herbert  
**Town Clerk**

## EVENTS PROGRAMME: APPENDIX 1

## Budget Projection 2020/21

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	2019/20	Proposed 2020/21	
Easter Out and About	£ 800.00	£ 800.00	
Boat Jumble	£ -	£ -	Moved to Event Support
*Armed Forces Day	£ 13,500.00	£ 13,500.00	
Wick Week	£ 2,000.00	£ 2,000.00	
Sandcastle Competition	£ 400.00	£ 500.00	
Screen on the Green	£ 15,000.00	£ 15,000.00	
Town Show	£ 17,000.00	£ 18,000.00	
Remembrance Sunday	£ 1,500.00	£ 1,800.00	
Switch On	£ 5,600.00	£ 5,600.00	
Pancake Olympics	£ 600.00	£ 700.00	
Stage by the Sea	£ 1,000.00	£ 1,000.00	
Events Guide	£ 1,363.00	£ 1,100.00	
Event Support	£ 7,000.00	£ 7,000.00	
<b>Total</b>	<b>£ 65,763.00</b>	<b>£ 67,000.00</b>	

\*Armed Forces Day 2019/20 not including Sponsor contribution

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Sports Awards	£ 3,000.00	£ 3,000.00
	£ 3,000.00	£ 3,000.00



## VE DAY 75

Further to your successful involvement in Battle's Over – A Nation's Tribute - 11<sup>th</sup> November 2018, we have pleasure in inviting your participation in **VE Day 75**, being organised to celebrate/commemorate the 75<sup>th</sup> anniversary of the end of WW2 in Europe, as mentioned in my last communication to you last year.

The 8<sup>th</sup> May 1945 was the day peace emerged after nearly six years of war, so the 75<sup>th</sup> anniversary on 8<sup>th</sup> May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8<sup>th</sup> - 10<sup>th</sup> May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

**The planned activities over the weekend are as follows, and please go to the VE Day 75 website – [www.veday75.org](http://www.veday75.org) to see the complete overview for this important anniversary.**

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through **[www.veday75.org](http://www.veday75.org)**. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

### **FRIDAY 8TH MAY 2020**

#### **3pm – Battle's O'er & VE 75 Years**

3pm is the time Winston Churchill officially announced the end of WW2 in Europe from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. May we suggest therefore, that you try and source a local piper to play at a location of your choice at 3pm that day as part of this aspect of VE day 75. Pipers taking part can register their involvement at the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

### **3pm – The Nation's Toast to the Heroes of WW2**

To coincide with the playing of Battle's O'er, we would like to encourage your Lord Mayor, Mayor, Leader, Chairman of the Council, High Steward, High Sheriff, Deputy Lord Lieutenant or another, to lead your local community in the Nation's Toast to the Heroes of WW2 at 3pm on the 8<sup>th</sup> May 2020, paying 'tribute' to the millions at home and abroad that gave so much to ensure we all enjoy the freedom we have today. Please register your involvement on the VE day 75 website – [www.veday75.org](http://www.veday75.org).

In association with the British Beer & Pub Association, the thousands of pubs throughout the United Kingdom, Channel Islands and the Isle of Man will be inviting their customers to raise a glass at 3pm too and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

### **6.55pm – A Cry for Peace Around the World**

Town Criers and members of local communities around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org)

### **7pm – Ringing out for Peace**

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Please encourage your local church to take part, registering their participation on the VE day website – [www.veday75.org](http://www.veday75.org).

### **7pm onwards – Parties and Celebration**

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – [www.veday75.org](http://www.veday75.org).

## **SATURDAY 9TH MAY 2020**

Parties and celebrations continue.

## **SUNDAY 10TH MAY 2020**

### **10.30am – Church Services of Celebration and Commemoration**

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of time, so please encourage your local churches to participate. Churches wishing to take part should register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

### **Tribute to the Millions & the Last Post**

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at [www.veday75.org](http://www.veday75.org), and involve a local bugler or trumpeter to

play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – [www.veday75.org](http://www.veday75.org).

We do hope that you will take part in **VE Day 75** especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website – [www.veday75.org](http://www.veday75.org) as soon as possible to enable us to keep in touch with you and update you on progress, along with putting this letter up on your website, and circulating it widely via other forms of social media such as facebook and twitter.

My warmest regards,



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## **LITTLEHAMPTON TOWN COUNCIL**

### **Non – Confidential**

**Committee:**           **Community Resources**

**Date:**                   **24<sup>th</sup> October 2019**

**Report by:**           **Town Clerk**

**Subject:**              **Grant Aid Update**

### **1.     Summary**

- 1.1     This report provides an update on changes to Grants awarded in the 2018/19 and 2019/20 programmes.

### **2.     Recommendations:**

- (1)     To consider the request from the Maritime Volunteer Service to redirect their Grant award.
- (2)     To note the update regarding the repayment of Grant Aid by the Jamie's Wish Trust.

### **3.     Update and request for changes**

#### **3.1    Maritime Volunteer Service (MVS)**

- 3.1.1   The Group was awarded a grant of £400 as a contribution towards the cost of VHS radio operator training. The Grant was ring fenced pending confirmation that the remaining funds (total cost £4,000) had been secured and that the project would proceed. This was part of larger initiative to provide a voluntary river patrol service that would support the Harbour Master in ensuring safety on the River Arun and promote safe use of the River. At the September meeting the Committee considered a request to redirect the use of the grant towards providing powerboat level 2 (PB2) training. Although sympathetic to the request, Members wished to have a better understanding of the benefits of this level of training before making a decision.
- 3.1.2   PB2 training is intensive and having qualified, a PB2 coxswain is competent at handling boats powered by an outboard engine, can undertake high speed manoeuvres, man overboard and collision recovery activities. Use of the River for leisure activities has increased in recent years and this would enable the MVS to help provide safety cover for a variety of water sports and a pool of personnel to deliver supervisory backup for the Harbour Authorities in controlling activities on the river. This was demonstrated during the summer when the MVS crews aided the recovery of jet skis and a stranded vessel in the harbour entrance. They have also supported the Harbour Master to deter antisocial and potentially dangerous activities such as jumping from piles into the harbour. The local Sailing Club has also offered to assist with the training



which will help contain costs. Members are asked to consider the change of use of the funding.

### 3.2 Jamie's Wish Trust

- 3.2.1 The Trust had been awarded and paid a grant of £300 towards holding a Character Lunch in Littlehampton under the 2018/19 Grant Aid Programme. The Lunch was on indefinite hold and a one-year extension to the terms of the grant had been agreed. Sadly, in August 2019 the Trust closed and the funding was returned to the Town Council at the end of September.

## 4. Financial Implications

- 4.1 There are none arising from this report.

**Peter Herbert**  
**Town Clerk**

## **LITTLEHAMPTON TOWN COUNCIL**

**Non – Confidential**

**Committee: Community Resources**

**Date: 24<sup>th</sup> October 2019**

**Report by: Town Clerk**

**Subject: Grants Programme Review**

### **1. Summary**

- 1.1 The Town Council's Grants Programme looks to help as many community groups as possible by offering financial support to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Council aims to assist local organisations to achieve their respective aims and objectives where these benefit the Town and the local community. Members have indicated that they would like to review the Town Council's Grants Programme.

### **2. Recommendation:**

To consider changes to the composition, criteria and funding of the Town Council's Grants Programme for consideration as part of the budget setting process, with a final report being brought to the December meeting of the Committee.

### **3. Review of the Town Council's Grants Programme**

- 3.1 The Town Council offers different grant programmes as a means of financial support. These are set out in Appendix A. In all cases the following criteria are applied:
- That Littlehampton Town Council is acknowledged as a funder on all correspondence and publicity material and / or the Town Council's logo is displayed on any items purchased.
  - No grant will be considered for private, commercial or closed clubs, societies or organisations.
  - All other sources of funding must be declared at the time of the application.
  - Grants will not be awarded retrospectively.
  - All grants must be spent within 12 months of being awarded.
  - The Town Council will take into account the objectives of an association and the wide community benefit for Littlehampton arising from the grant when assessing its priorities.
  - Grants will normally only be made to non-profit making organisations supported by unpaid volunteers.
  - Grants will not be made towards salaries of payment of staff.
- 3.2 There are no immediate financial implications arising from this report. The Committee is asked to consider the composition, criteria and funding of the Town

Council's Grants Programme and if required make recommendations on potential changes to the Grants package for consideration as part of the budget setting process. A report setting out proposals for general grants in 2020 will be brought back to the Committee at the next meeting.

3.3 Factors that the Committee might want to consider are:

- Having a specific focus for grants annually based on area / location
- Focussing on Littlehampton based groups only rather than large national charities
- Split the funding pot to allow a mix of general applications and one or two larger awards
- Invite applicants to make a bid presentation in person based on a set criteria
- Assessing applications on a strictly value for money / impact basis
- Dedicating some money to allow match-funding bids
- Making awards of a larger size rather than many small awards

**Peter Herbert**

**Town Clerk**

### LTC Current Grant Aid 2019 – Appendix A

Grant Programme	Amount	Current Criteria	Comments
<b>General Grant Aid</b>	£20,000	<ul style="list-style-type: none"> <li>Grant applications will only be considered from residents, clubs, societies or organisations that are Littlehampton based and operate in Littlehampton.</li> <li>Clubs, societies or organisations must demonstrate that most of their membership are residents of Littlehampton.</li> <li>Only one grant application will be considered for any resident, club, society or organisation in any one year.</li> <li>Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.</li> <li>The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.</li> <li>There shall be no change to the intended use of the grant without express written authority of the Town Council.</li> <li>Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Town Council.</li> <li>No Grant shall exceed 20% of the total grants budget.</li> <li>Grants will not be made towards salaries of payment of staff.</li> </ul>	<ul style="list-style-type: none"> <li>The criteria is confusing as it states that “There shall be no change to the intended use of the grant <b><u>without express authority of the Town Council</u></b>” and that failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Town Council.  It is suggested that the undertaking be deleted.</li> <li>The Level of funding has been increased in recent years from £15K (2016) to £20K wef 2018 and the number of organisations seeking support has grown (2019 – 44 applications). This is in part due to the reductions in funding available from other local authorities, charities and philanthropic organisations and proactive promotion of the availability of the grant by LTC.</li> </ul>
<b>Small Arts Grant</b>	£500	<ul style="list-style-type: none"> <li>Open to residents, clubs, societies or organisations that are Littlehampton based and operate in Littlehampton.</li> <li>Clubs, societies or organisations must demonstrate that most of their membership are residents of Littlehampton.</li> <li>Only one small arts grant application will be considered for any resident, club, society or organisation in any one year.</li> </ul>	Should this be absorbed into the general grants budget?

### LTC Current Grant Aid 2019 – Appendix A

Grant Programme	Amount	Current Criteria	Comments
<b>Mayor's Discretionary Grant</b>	£1000	<ul style="list-style-type: none"> <li>• Applications made by Members of the Town Council on behalf of clubs, societies or organisations that are based in Littlehampton or Wick through the Town Clerk.</li> <li>• The nominated club, society or organisation must have the greater proportion of their membership based in Littlehampton.</li> <li>• Not available to private or commercial organisations. "Closed" clubs, societies or organisations will need to demonstrate significant community improvement or involvement to qualify.</li> <li>• The funding will not exceed £200, unless by referral to The Policy and Finance Committee, and will only be made on one occasion per year to any recipient.</li> <li>• The funding is not to be used as a form of top-up for any other grant that has previously been allocated via the Town Council's General Grant Fund.</li> <li>• The maximum amount the Mayor may allocate for the Discretionary Grant Fund in one year will be allocated annually in the budget.</li> <li>• Grants can only be awarded from the beginning of the Mayoral year until 31st March the following year.</li> </ul>	<p>This budget has not been used for its intended purpose, becoming something of a reward round of general grants.</p> <p>It is suggested that this should either be added to the general grants budget or revert to its original aim of allowing the Mayor, in consultation with the Town Clerk, to make small contributions to organisations in the Town, generally following a visit. The former option would appear sensible.</p>
<b>Sports Excellence Grants</b>	£2000	<ul style="list-style-type: none"> <li>• Grants aimed at talented sportspeople who live in Littlehampton.</li> <li>• Available for any age group as long as the applicant is performing at County level or above in their sport.</li> <li>• The grant can be used to support travel, accommodation, coaching, equipment, entry fees for tournaments and training sessions.</li> <li>• Recipients are automatically nominated for the Sportsperson or Young Sportsperson of the year categories of the Sports Awards which are determined by the Sports Forum</li> </ul>	<p>The Forum will be considering a review of the Awards and Excellence Grants in November 2019 and it is suggested that any review of the Grant is deferred pending the outcome of their review.</p>

**LTC Current Grant Aid 2019 – Appendix A**

<b>Grant Programme</b>	<b>Amount</b>	<b>Current Criteria</b>	<b>Comments</b>
<b>SPACE Grants</b> (Sport and the Arts Community Events)	£1000	<ul style="list-style-type: none"> <li>SPACE grants are intended solely to fund the delivery of sporting or art-based school holiday activities for children and young people aged 8-17 years.</li> <li>Applications which encourage the engagement of new participants will be favoured.</li> <li>Grant applications will only be considered from residents, clubs, societies and organisations that are Littlehampton based OR operate a service in Littlehampton that fulfil the criteria above.</li> <li>Organisations which receive either LTC Grant Aid funding or are in receipt of a Service Funding Agreement <b>are entitled</b> to apply for a SPACE grant</li> <li>Grants will not be made to ongoing salaries or payment of staff. A SPACE grant may be used for the payment of coaches and sessional workers for the delivery of summer holiday activities.</li> <li>Applications are considered in early spring each year</li> <li>Applications which inspire participation from those children and young people living in the deprived electoral wards are encouraged.</li> </ul>	Should this be absorbed into the general grants budget?
<b>South East in Bloom</b>	£319.55 held in EMR	Applications for funding up to £200 are sought from Residents Associations and groups of neighbours who would like to enhance a public area with flowers.	Should this be absorbed into the general grants budget?
<b>Total</b>	<b>£24,320</b>		

# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:** Community Resources  
**Date:** 24 October 2019  
**Report by:** Town Clerk  
**Subject:** Rosemead Park - Next Steps

### **1. Summary**

- 1.1 This report sets out feedback from the community engagement exercise that has been undertaken regarding the proposed replacement of the play area in Rosemead Park. The Committee is also to consider priorities for improvements to the existing facilities and approve the next phase of work.

### **2. Recommendations**

- 2.1 The Committee is RECOMMENDED to:
- (1) Consider and agree the priorities for improvements to the existing play facilities at Rosemead Park
  - (2) Approve that Standing Orders be waived to allow the procurement to proceed to tender.
  - (3) Agree that the Town Clerk in consultation with the Chair and Vice Chair of the Committee agree a shortlist of proposals.
  - (4) Agree that the budget for the project as set out in paragraph 5.2 be approved.

### **3. Background**

- 3.1 The Committee agreed to undertake the refurbishment of the play facilities at Rosemead Park. A community engagement exercise was launched at the Town Show to gain an insight into how the play area was used, how often and what improvements people would like to see.

### **4. Community Engagement Exercise**

- 4.1 The exercise aimed to obtain the views from the residents around Rosemead Park area and to distribute questionnaires and leaflets encouraging the local community to complete an online survey. The exercise was launched on the 14<sup>th</sup> September at the Town Show and Family Fun Day, the annual community celebration held at Rosemead Park, to a positive reception by event goers. Paper questionnaires were also left at the Manor House reception and Littlehampton Library targeting the young people and families who attend their jiggle and rhyme and story time sessions. Questionnaires were also left with

Arun Youth Projects to distribute at the Wickbourne Centre and youth sessions. Officers visited the park targeting school run times and young people from The Littlehampton Academy. The exercise was also promoted through articles in Littlehampton Gazette, social media, local schools' emails, encouraging residents to share their views by completing the online survey at [www.littlehampton-tc.gov.uk/rosemead](http://www.littlehampton-tc.gov.uk/rosemead) until the 11<sup>th</sup> October.

- 4.2 Feedback was received from approximately 100 respondents of which 60 were online, 40 physical copies from the library and the Town Show. The responder's gender was 40% male & 60% female with an age range from 16yr to 65+ yrs. 80% of responses came from postcode BN17, a few from BN15 and BN16, which indicate the popularity of Rosemead Park and its family-oriented nature. Most feedback indicated that users would visit the play area more frequently if the equipment was improved.
- 4.3 The responses from both residents and young people support the creation of a play area that is fully accessible, with modern equipment suitable for all abilities that is safer and allows children to be adventurous at the same time. Broad criteria for improvements that have been identified from the feedback are the following:
- Rosemead Park is highly family orientated
  - That the play area be separated into older and younger children's play zones with suitable equipment for different ages (with a possible expansion of the playground)
  - A provision of a robust and vandal proof park
  - An enclosed area with automatic closing gate providing safety
  - Resurfacing appropriate for the type of new equipment
  - A play area that provides for all abilities
- 4.4 Members are invited to consider and make suggestions regarding the broad principles for a tender exercise to procure replacement facilities. Members are also asked to consider forming a panel to work with officers to oversee the tender process that would lead to the selection of a preferred option early next year.
- 4.5 Attached (**Appendix A**) is the feedback data analysis report

## **5. Financial Implications**

- 5.1 The Town Council has received a developer contribution from Anesco following the construction of their solar farm in the sum of £12,000. The Town Council has also accumulated a reserve fund of £70,819 towards the redevelopment of the play area. It is estimated that a further £4,000 could be earmarked at the end of 2019/20 from the 2019/20 budget.
- 5.2 The planning application to develop the land south of the Littlehampton Academy at Elmgrove Road includes provision under a Section 106 developer agreement for a contribution of £68,000 towards improvements to this area. This project is identified as a priority for the new Council and if this funding does not come forward it is proposed that additional capital funding be made available from the Capital Receipts EMR to give a total budget available of up to £150,000. This is subject



to budget approval in December/January. Options for the play area will be sought for circa £100.000; £125.000 and £150.000.

Peter Herbert  
**Town Clerk**

## Appendix A

### Rosemead Park Data Analysis Report (October 2019)

#### Summary

This is an update on progress with the first phase of community engagement regarding the proposed full upgrade play area in Littlehampton Town Council Rosemead Park, off Fitzalan Road.

Feedback was sought through the community engagement which was undertaken between 14<sup>th</sup> September and 11<sup>th</sup> October 2019. The aim of the community engagement was to:

- To gather views regarding what the priorities should be
- Generate ideas for the shape of the future play area
- Consider the scope of provision and outlined design.

This report is aimed at outlining the findings from the consultation.

Approximately 100 responses were received from the survey consultation with respondent's gender ranging from 40% male & 60% female, age range from 16yr to 65+ years

The results from the community engagement indicated the Strengths, Weaknesses, Opportunities and Threats:

Strengths: After examining the data the following strengths were identified:

- Big open space
- Convenient location
- Enclosed from the outside public
- Open to see from a distance
- Useful for families
- Well maintained

Weaknesses: These are weaknesses that seem to be a high priority

- Untidiness due to dog fouling
- Glass bottles
- Food waste lying on the ground
- Drug use and selling of cigarettes
- High level of anti-social behaviour
- Bullying
- No equipment for older children

Opportunities: These are factors that are high in the list of priorities that can have a different impact to the users or would be users of the park:

- Expand the size of the play area

- Build a solid path for buggies to the play area
- Automatic self- closing gate
- Introduce engaging equipment which is inclusive of age and ability
- Sensory equipment and accessibility for wheelchair users
- Add picnic benches and trees for shade

Threats: These are factors that prevent residents from utilizing Rosemead Park:

- Safety
- Less adventurous equipment
- Lack of accessibility
- Lack of age & ability focused equipment
- Lack of engaging equipment

Highly Prioritised Equipment's that Participants Suggested are:

- Trampoline
- Splash pads
- Zip slide
- Swings
- Bucket seat swings for older children
- Wheelchair accessibility equipment such as wheelchair roundabout and swing
- Climbing wall
- Sensory equipment e.g. Trampoline, sensory wall, metal poles, xylophones, different textures
- Basketball/ football

## **General feedback**

Most of the community responses came from postcode BN17 (99.8% about the general use of Rosemead Park, 80% indicated that they use it as a play area and usually walk to the park as it is in the convenient location and easy to get to during school run. Frequency of use ranges from more than once a week with an increase of using it more than twice a week if it were to be upgraded with new equipment. Responses as to what elements the community prioritises in terms of which reflects a good play area are as follows (1 being the top priority):

1. Adventurous
2. Safety
3. Accessibility
4. Relaxing
5. Making things
6. Hanging out & active

The kind of improvement that the residents anticipate seeing are listed in the table below and the rating score:

Introduce new equipment	Top
Modernise current play	High/Medium
Give the Play Area an overall theme	Medium
Make the Play Area more colourful	Top/Medium
Make the Play Area tidier	Medium
Make the Play Area safer	Top
Create more play space for older children	Top
Create more space for younger children	Top
Create more play space for Disabled children	Top/Medium
Creating more Open Space within fencing	Top/Medium
Provide more seating/picnic areas within fencing	Top/High

### Other Additional Comments

Provision of equipment for children with learning difficulties such as a sensory wall and trampoline as it provides a sensory feedback. It was also suggested that a play area with separate zones for different ages will be a considerable idea and signage to deter older children from using younger children's' zone.

- Another comment was to take into consideration 13-14yr olds as well so that they do not feel left out especially because Rosemead Park is considered a family friendly space, so a provision of basketball/football goal post could be an option.
- It has become imminent that the above point affects the under 16-year-old as most of the responses emanated from them which indicates that they might be impacted negatively by the lack of such provision.
- There is universal consensus from the general public that Rosemead Park is outdated and needs a facelift urgently and an expansion in size to accommodate potential growing community in the future.

### Conclusion

The feedback from the community engagement exercise was impressive, extremely positive and suggests that there is strong support for the upgrade.