



## How to contact us

Write to: Manor House, Church Street,  
Littlehampton, West Sussex, BN17 5EW

Email: [ltc@littlehampton-tc.gov.uk](mailto:ltc@littlehampton-tc.gov.uk)

Call: 01903 732063

Find us online: [www.littlehampton-tc.gov.uk](http://www.littlehampton-tc.gov.uk)

### **Minutes of the Community Resources Committee held on Thursday 23<sup>rd</sup> July 2020 at 2.15pm**

#### **Present:**

Councillor Tandy (Chair)

Councillor Buckland

Councillor Long

Councillor Molloy

Councillor Turner

Councillor Dr Walsh KStJ

The Mayor, Councillor Chace was also in attendance.

#### **2020/2021**

**This meeting is available to view using the following link:**

<https://www.youtube.com/watch?v=N6aTBknBIZ4&t=532s>

#### **10. Virtual Meeting Protocol and Use of Mobile Devices**

The Chair opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

#### **11. Apologies**

There were apologies from Councillors Blanchard-Cooper and Seex with Councillors Buckland and Long attended as substitute.

#### **12. Declarations of Interest**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and

Councillor Buckland declared his personal interest as a Member of Arun District Council and West Sussex County Council.

### **13. Minutes**

The Minutes of the meeting held on 11<sup>th</sup> June 2020 (previously circulated) were confirmed as a true record and arrangements would be made for these to be signed at a later date.

### **14. Chair's Report and Urgent Items**

The Chair read out a message that had been received from Councillor Blanchard-Cooper:

Dear Members,

I would like to thank the officers and yourselves for being understanding of my decision to not attend today's meeting and express my thanks to Cllr Tandy for stepping up to Chair it who I know will do an excellent job.

I would like the public to know that I take my responsibilities as a Councillor seriously and it is for that reason I have taken this decision to step away from this meeting as I find that grief is impacting my decision making, as well as my ability to give a Committee such as this the full concentration it deserves.

Community events and aspirations were something my husband held close to his heart, as do I and so I find this particular committee extremely emotive for myself and would not want this to cloud any decision I would take.

I know that the members on this committee work hard for the community and will ensure the best is delivered for all.

I would like to send my thoughts on the four schemes that have been sent through in as much as I would personally welcome a high percentage of disabled friendly and sensory equipment, a theme of some kind and something a bit more colourful. This said as I will not be present for the presentations it may be that some of these have features were not clear for the plans sent through.

Many Thanks,

Billy

## **15. Public Forum**

**15.1** In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have sent in written representations one clear working day before the meeting. There was one:

**Mr Chester asked:**

Now that shops, pubs, restaurants, hotels, the Foreshore Office and Kiosks, the Harbour Park and Rustington Museum are open, when will Littlehampton Museum reopen to the Public in person?

Littlehampton is going to have a very busy summer visitor wise and it would be a shame for the Museum and Museum shop to miss out?

**Response:**

The Town Council were implementing a broad strategy to facilitate safe and a phased return to work for staff in accordance with Government Guidance. This had included carrying out risk assessments for reopening facilities accessible to the Public, including Southfields Jubilee Centre (SJC), Rosemead Playground and the Museum. Unfortunately, the risk assessment for the Museum found that it could not be safely reopened to the Public at this time. This is being kept under review as the Guidance changes. The Council were unable to provide a firm date for reopening the Museum at this time. However, the playground had reopened and SJC is now accepting a limited range of bookings.

The Museum continued to be available virtually using Social Media (Facebook and Twitter) to support tourism as well as being through the new website which had launched in June.

**15.2** The Committee was sympathetic to the call for facilities to be reopened and proceeded to discuss options for bringing forward the reopening of the Manor House to the public. Whilst it was acknowledged that reopening the building was problematic, it was also observed that some museums had taken steps to reopen.

## **16. Officer's Reports**

### **16.1. Rosemead Park Play Area Equipment Replacement**

The Committee received a report (previously circulated) which set out the specifications and tender process for the project to replace the play equipment at the park. It was noted that the tender process had been suspended during the lockdown period and having recommenced, one of the

tenderers had withdrawn. The Committee would therefore receive presentations from the three remaining tenderers and have the opportunity to explore the tenders in more detail during the exempt part of the meeting. It was **Resolved** that:

**The report be noted.**

## **17. Exempt Business**

The Committee **Resolved** that:

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

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

The Committee adjourned at 2:31pm.

**Summary of Exempt Matters Discussed in the Exempt Part of the Agenda.**

**Rosemead Park Play Area Equipment Replacement**

The Committee reconvened at 2:37pm to receive presentations from three contractors with a view appointing a preferred contractor for this project. Following each presentation, the Committee put questions to the contractors and **Resolved** that:

**Sutcliffe Play be appointed as the preferred Contractor to deliver the replacement play area at Rosemead Park and that authority be delegated to the Town Clerk in consultation with the Vice Chair of the Committee to take the action required to progress the project, including supplementary items up to a maximum of £135,000.**

The meeting closed at 5:42pm.

---

**CHAIR**